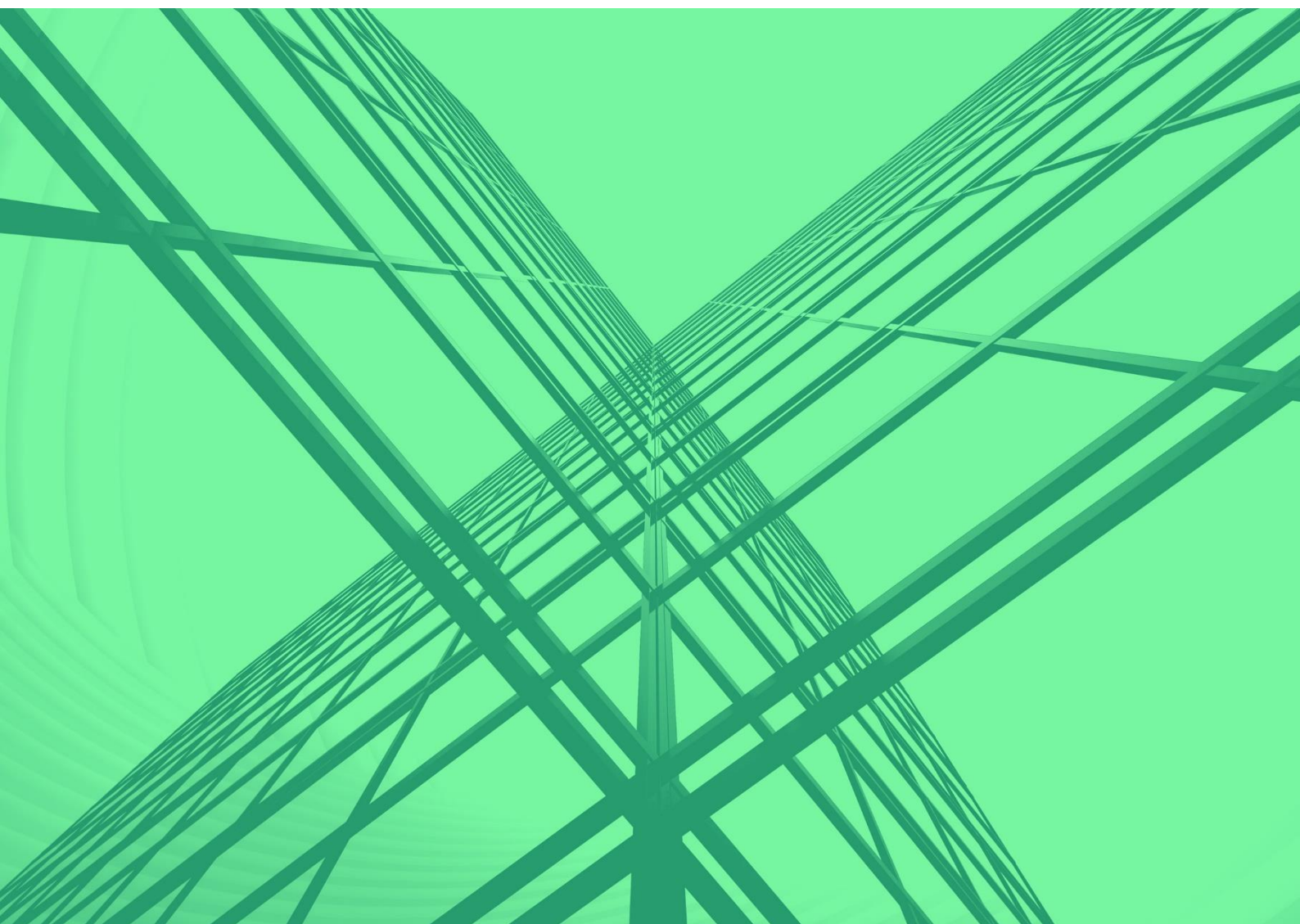


Regional Group Executive

CANDIDATE PACK

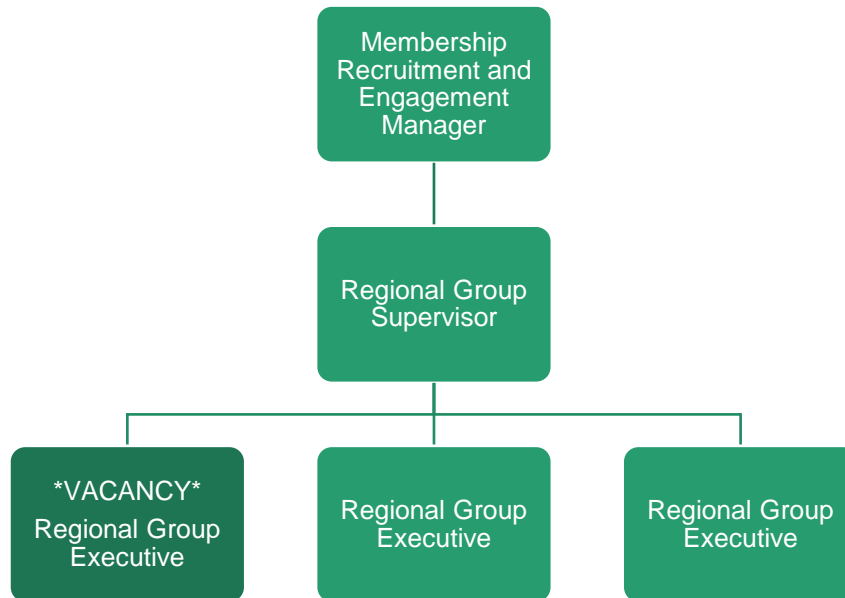
Full Time

35 hours per week



The Regional Group Team

Our Regional Groups team is a small team of 4, that is part of the wider Membership Team. The Regional Group Supervisor reports into the Membership Recruitment and Engagement Manager.



As the Regional Group Executive, you will be assisting the Regional Group Supervisor in providing the administrative support provided to our Regional Groups under the Structured for Success initiative. You will be working closely with Regional Groups to promote and develop their regional work, establishing strong relationships with local universities, and providing exceptional support throughout the membership journey.

Day to day tasks could include, but are not limited to, taking minutes at Regional committee meetings and panels, supporting the organisation of events and meetings and collaborating with the wider membership team to work towards shared goals and objectives.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 75 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit into our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-6

Salary and package details page 7

How to apply page 8

More about us :

Our organisation, governance and values page 9-10

Organisational Structure page 11

Job description and person specification

1. Job details

Job title:	Regional Group Executive
Reports to:	Regional Group Supervisor
Date:	January 2025
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

Assisting with administrative support to the Regional Groups under the Structured for Success initiative.

Work with Regional Groups to promote and develop their work within their regions, including building relationships with local universities and supporting the membership journey.

Facilitating collaboration and the sharing of best practice among Regional Groups.

3. Role and responsibilities

1. Provide secretariat support, including producing agendas, minutes, associated papers, and organising Regional Group meetings and regional visits.
2. Act as the liaison between Regional Groups/hubs and staff at HQ, including but not limited to the Finance Team, Communications, and Governance departments.
3. Provide support for logistics, organisation and promotion of Regional Group and hub events.
4. Assist in the delivery of Regional Group elections in collaboration with the Board Secretary and the Institution's electoral services provider.
5. Support the production of various documentation, including the annual report, budgets, and election materials.
6. Aid the Regional Groups in developing relationships with stakeholders, including local universities, industry partners, and other professional engineering institutions.

4. General responsibilities

1. Contribute to the development and delivery of the Structured for Success program.
2. Collaborate with the wider membership team to support team objectives and outcomes.
3. Comply with all Institution Policy and Procedures.
4. Undertake any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All members of the Institution, particularly Regional Group representatives.
2. External providers for events, meetings, etc.
3. Universities and other stakeholders.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
A good standard of education, including a minimum of GCSE grade C or 4 or equivalent qualifications in Maths and English.	E
Knowledge of how to write and structure agendas and minutes and associated paperwork.	E
<u>Experience</u>	
Strong understanding and experience of providing a broad range of administrative and coordinating activities.	E
Working with and supporting volunteers to deliver outcomes.	D
Facilitating and delivering on new initiatives.	D
Working within a membership organisation.	D

Criteria	Essential/Desirable
<u>Skills</u>	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Able to persuade and motivate volunteers/members to increase activity and engagement.	D
Attention to detail, accuracy, and ability to check detailed information, able to critique own work and the work of others.	E
Knowledge of writing agendas, minutes and reports.	E
Flexible and resourceful and able to work in a small team and collaborative to work with other departments and other parties.	E
<u>IT Skills</u>	
Word/Outlook/Excel and PowerPoint to intermediate standard.	E
Dynamics 365 CRM system.	D
<u>Others</u>	
The job holder may be required to travel in the UK to support meetings and events.	E

This job description does not form part of the contract of employment.

Salary and package details

Band: H

Salary: £30,740 per annum (starting salary)

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for an interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive, we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Paul Lipscomb- Regional Group Supervisor and Lakeisha Wayland- HR Resourcing and Support Executive.

The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

The second stage of the selection process will be a face-to-face interview with Paul Lipscomb- Regional Group Supervisor and Lucy Olivier- Membership Recruitment and Engagement Manager.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, byelaws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 70 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

