



Royal Economic Society Chief Executive

The Royal Economic Society (RES) is the national learned society for Economics. It was founded in 1890 and currently has approximately 4,000 members, the majority of whom are based outside the UK. The Society publishes *The Economic Journal* (one of the oldest and most highly respected Economics research journals in the world) and *The Econometrics Journal*, organises a large international Annual Conference, together with other events/activities for academics, students and the general public, and has various grant schemes to which members can apply. The Society is a registered charity and its financial position is very sound, with an income of approximately £1.3m in 2015 and reserves of over £5m. In order to consolidate and develop its activities, the Society wishes to appoint to the new post of (full-time) Chief Executive. Although the Society currently has a decentralised administrative structure, these activities will be brought together in an office in London under the Chief Executive who will be supported initially by a small group of three or four other staff.

The Executive Committee is the Society's principal policy-making body and members of the Executive Committee constitute its trustees under charity law. The President chairs the Executive Committee for one year and is supported by the President-Elect and the (immediate) Past-President, with this group referred to as the Presidents. Administration is overseen by the Secretary-General, who is paid an honorarium for undertaking this part-time role, while the Honorary Treasurer oversees financial matters. The RES also has a Council which includes 30 elected members; Council is responsible for governance and advises on RES policy.

NATURE OF POST

In this new post, the RES Chief Executive will:

- Take overall responsibility for the administration of the Society, reporting through the Secretary-General to the Executive Committee (the Board of Trustees).
- Work with the Presidents, Secretary-General, other members of the Executive Committee and Council to fulfil the overarching aim of the Society "to promote the study of economic science".

JOB DESCRIPTION

Strategic, Managerial and Financial

- Assist the Executive Committee and Council to develop further the Society's strategy for promoting the study and understanding of Economics.
- Develop the administrative structure of the Society to support the work of the Presidents, Secretary-General, members of the Executive Committee and Council in promoting the development and understanding of Economics.
- Provide effective leadership and undertake management responsibilities for staff employed by the Society, including delegating tasks, monitoring staff on probation and conducting annual appraisals of all staff.
- Be responsible for the financial management of the Society within parameters specified by the Honorary Treasurer and Executive Committee. This will include overseeing bookkeeping, payments and receipts.
- Assist the Honorary Treasurer in the preparation of the annual budget.
- Oversee the Society's membership database and advise on member recruitment.

Governance

- Work in collaboration with the Executive Committee, and advised by the Council of the Society, to ensure that all legal obligations of the Society as a charity are met.
- Organise the preparation of the Annual Report to the Charity Commissioners.
- Maintain the risk register.
- Organise meetings and prepare background papers for the Society's Executive Committee and Council.
- Ensure that other committees and working groups of Society members are provided with good administrative support.
- Ensure that documents and reports requested by the Secretary-General are of a good standard and are delivered in a timely manner.

Communication

- Actively foster good communication and engagement across all groups within the Society, including communication with individual members.
- In liaison with the Secretary-General, be responsible for overseeing the development of the Society's website.
- In liaison with the Secretary-General and others in the Society with media-related roles, be responsible for media briefings and communication with media representatives on economic topics.
- Ensure all promotional material for the Society is relevant and up-to-date.

- Work towards the RES becoming the central point of reference in the UK for the discussion of economic issues.
- Represent the Society at appropriate external events.

Publishing

- Ensure the journal editors have good administrative support.
- Work with the editors, liaising with the Executive Committee and the publisher(s) as appropriate, on financial matters related to the Society's journals.
- Be the Society's point of contact with its journal publishers on general matters (excluding editorial matters).
- Liaise as required with the publishers of the Society's scholarly editions (books) and monitor receipts from this activity.
- Ensure that all the Society's obligations under its publishing contacts/agreements are met.

Event Management and Other Activities

- Direct the work of staff involved in managing RES events. In particular:
 - In conjunction with the Society's Conference Secretary, oversee the on-going (non-academic) organisation of the RES Annual Conference, including monitoring financial receipts and expenditure.
 - Ensure that the RES conference programme chair and local organiser have appropriate administrative support.
 - Working with relevant members of the Executive Committee and/or Council, take overall responsibility for the (non-academic) organisation of other RES events, including the Annual Public Lecture, Policy Lecture, PhD Meeting and PhD Symposium.
- Organise the annual ballot of members through which Council members are elected.
- Manage the administrative process for all Society schemes, including Junior Fellowship Scheme, Young Economist of the Year essay competition, Special Project Grants, etc.

PERSON SPECIFICATION

Essential

- Strong evidence of effective and collegial leadership;
- Management experience at a senior level;
- Financial management expertise and knowledge;
- Excellent communication skills, both verbal and written;
- An interest in economic issues.

Desirable

- Knowledge of charity governance;
- Experience of event management;
- Familiarity with the subject-matter and/or the discipline of Economics.

Salary: £60k - £65k

The post is permanent, subject to a six months probation period.

APPLICATION PROCEDURE

Please provide an up-to-date CV with a covering message. In addition to explaining why you wish to apply for this post, the covering message should demonstrate how you fulfil the requirements of the person specification in the light of the tasks and responsibilities of the post as set out above.

Enquiries about the post are welcome by email to the Secretary-General (Professor Denise Osborn) at secretary-gen@res.org.uk; telephone enquiries cannot be accepted.

CLOSING DATE: Noon, Wednesday 4 January 2017

Interviews: It is anticipated that first interviews will be held on Tuesday 17 January, and second interviews during the week beginning 23 January 2017.