

JOB TITLE: CTO (Chief Technical Officer)

POSTING END DATE: 03/Jan/2023

LOCATION: Remote

LINE MANAGER: Iiom UK Board

EMPLOYMENT BASIS: The position is not PAYE and would suit an individual registered as Self Employed / Sole Trader / Limited Company

The Opportunity

The International Institute of Obsolescence Management (Iiom International) is a not-for-profit organisation that exists to advance the science and practice of Obsolescence Management.

This role reports to the UK Chapter of Iiom (Iiom UK) to implement strategies as set and agreed with the Iiom UK Board of Directors.

Iiom UK support its members via quarterly meetings that are held in person, at varying venues and provide regular electronic communications. The CTO will be instrumental in the smooth running of Iiom UK, bringing in new members and supporting our current members.

Key Accountabilities and Responsibilities

(Please note: this is provisional and subject to change during contract negotiation)

- Manage Iiom UK Members Meeting Programme: Developing technical programme, assessing speakers, liaison with event organisers
- Front of house at Members Meetings: Liaising with the AV team and providing updates between session Chair and Secretariat, acting as session Chair (if required), reviewing feedback
- Work with the Iiom UK Marketing Lead and Secretariat on the generation of event documents and using the marketing opportunities to bring in new members via specific industry campaigns
- Assist with the production of a quarterly Newsletter, to complement and improve the structure already used.
- Commission and write articles for magazines and online channels such as LinkedIn
- Propose advertising opportunities and manage the content
- Public speaking opportunities such as conferences, members meetings, radio etc.
- Organise and facilitate the Iiom UK Board meetings: Providing agenda, meeting minutes, facilitate review of risk register and strategic plan
- Organise and facilitate the MS Teams section for the Iiom UK Board and the International Conference
- Provide insights and advice on the implications to Iiom UK Operations strategic plans
- Advise the Iiom UK Board on findings on current and future trends in Obsolescence Management
- Liaison with Iiom International CTO
- Provide assistance to the Board of Directors and Secretariat when required
- Undertake any other work as directed by the Iiom UK Board, in connection with the job as may be requested

Knowledge, Skills and Experience

- Knowledge of Obsolescence Management
- Strong networking skills
- Previous experience in a similar strategy creation role gained at a management level
- Previous experience or strong knowledge of creating robust marketing strategies
- Proficient communication, influencing and stakeholder management skills
- Proficient in MS Desktop applications (Word / Excel / Powerpoint / Teams)
- Knowledge of Website development and updates in Wordpress or similar
- Relevant degree or equivalent industrial experience preferred

Please be aware that we may close this vacancy for applications before the stated deadline if we receive a high volume of interest. We strongly advise you to submit your application as early as possible.

IOM and all Chapters of IOM are committed to equal opportunity for all.

All applications should be submitted to cfo@iom.global