

The Institute of Business Ethics (IBE) is recruiting an Associate Director to focus on engagement with boards and thought-leadership in applied business ethics

**Associate Director (Governance)
Reporting to the Director**

Salary

Commensurate with experience and IBE's charity status

About the IBE

The Institute of Business Ethics raises public awareness of the importance of doing business ethically. Established in 1986 by business people it has grown to be a leader in its field, based on its purpose of encouraging high standards of business behaviour based on ethical values. We help organisations strengthen their ethical culture through the sharing of knowledge and good practice.

A registered UK charity, working globally, our work is supported by donations from companies, associations and individuals. As well as financial support, supporters make a positive contribution to the work of the IBE through the sharing of good practice and experiences of ethical issues. Our corporate supporters give us a global perspective, representing every sector: they include a third of the FTSE100, with many overseas based multi nationals, and help us to ensure our work is practical and challenging.

What we do

We support and guide organisations to strengthen their culture and encourage high standards of business behaviour based on ethical values. We assist at board level and at the practitioner level with the development, implementation and embedding of effective and relevant corporate ethics strategies, policies and programmes. We help organisations to provide guidance to staff and build relationships of trust with their principal stakeholders. We raise public awareness of the importance of doing business ethically. We collaborate with other UK and international organisations with interests and expertise in business ethics. We work with the HEI sector to encourage the teaching of business ethics and run an annual student essay competition.

Further information about the IBE and its activities and publications can be found on our website www.ibe.org.uk

The appointment

Applied business ethics is now more topical than ever. The success of the IBE in delivering relevant thought leadership depends on our horizon scanning, both through our strong links with our supporter organisations as well as through networking with regulators and policy makers.

As a member of the senior management team, the successful candidate will have an opportunity to shape the future direction of the IBE and will be expected to add value to both the work of the IBE and our current and future supporters.

The role

Thought Leadership	To contribute to IBE’s thought leadership role and its research programme through writing on board level governance, culture and ethical issues
Board Ethics Training	To assist in designing, developing, and delivering ethics awareness training and workshops about topical ethical dilemmas, to board and senior management teams
Supporter Engagement	To assist on advisory work and engagement with IBE’s corporate and organisation contacts
Promotion of IBE	To contribute to raising the profile of the IBE To help promote the activities of the IBE to a wide audience helping to fulfil the charitable aims of the Institute through raising awareness and spreading best practice
Represent IBE	Undertake public speaking engagements on behalf of the IBE, including press and media comment. Attend events as participant or panel speaker

Candidate Profile Relevant candidates will be able to provide evidence of:

- An active interest in applied business ethics
- Evidence of working with boards and senior management teams
- Evidence of practical commercial or financial business experience of sufficient depth and breadth to contribute to the team.
- The personal gravitas and integrity to be a senior ambassador for the IBE
- Excellent interpersonal skills with empathy and ability to work in a small team
- Evidence of presentation skills and media skills competency
- Some evidence of facilitating training courses would be helpful
- Experience of working with a charitable organisation would be beneficial
- Outstanding written and verbal communication skills (fluency in English is mandatory; an additional European language would be beneficial)
- Must be eligible to work in the UK

Working Hours The role is for a minimum of 2 days a week, based in London, near Victoria, with occasional international travel. The IBE supports flexible home working

Holidays Pro rata to 25 days p.a. plus statutory holidays

Benefits Employer’s Pension contribution

Closing Date **Thursday 2nd May 2019**

Applications

To apply please send your CV with a supporting statement, detailing your interest and the specific experience that makes you suitable for this role, *including your salary expectations*, addressed to:

Philippa Foster Back CBE
Director
Institute of Business Ethics
24 Greencoat Place
London SW1P 1BE
T: 020 7798 6040
E: info@ibe.org.uk

NB Receipt of all applications will be confirmed.

Shortlisted applicants will be contacted after the closing date with an invitation to a first interview

Interviews

First interviews of shortlisted candidates will be arranged for 14th May and 30th May, 2019 at the IBE's offices with a final interview date of Wednesday 26th June 2019.

The IBE is an equal opportunity employer and does not discriminate on any grounds.