



**MARKETING AND COURSE MANAGER**  
**Maternity cover 21-28 hours per week**  
**From 16 August 2010 for up to 9 months**  
**£30,000 pro rata**

We are a professional organisation dedicated to improving the highway environment so that it delivers a safe and sustainable transport system. We provide professional leadership and develop and share knowledge and standards. Based in leafy Russell Square, IHE is run by and for practical engineers and allied professionals who have ideas and commitment to sustainability and integrity. We have been registering engineers and technicians with the Engineering Council since 1972 and accrediting academic courses since 1989. We have four full time staff.

We need you to join our team while the Marketing and Course Manager is on maternity leave. You will organise and administer IHE events and help both to plan the annual meetings programme and to promote IHE. In addition you will provide leadership and administrative support to the quarterly Policy & Development Committees and to the IHE Specialist Steering Groups. You will support our Steering Groups to deliver publications and allied websites to time and quality, and help to identify opportunities and champions. You will supervise the one day a week Conference Assistant. It may be possible to do some work at home using VPN.

You will be educated to graduate level with excellent organisational skills and the ability to promote our technical courses and conferences (some events are outside London but attendance is negotiable). You need to be systematic, organised, a self-starter, computer literate and have good communication and interpersonal skills. You don't need any knowledge of highways or transport but you do need a strong background in marketing and organising technical events. A proven ability to develop policy issues, and an awareness of Committee work and of working in a voluntary body would be extremely useful.

If you think you match our requirements and are interested in working for a professional organisation dedicated to improving the nation's highways, then please make an application by **Monday 28 June** by emailing a letter of application with your CV to [secretary@theihe.org](mailto:secretary@theihe.org)

We look forward to hearing from you.

# Institute of Highway Engineers

## MARKETING AND EVENTS MANAGER

Maternity cover: 16 August 2010 to circa 3 June 2011 (9 months)

Part-time: 3-4 days per week: up to 28 hours

### Summary of Conditions

Salary depends on experience and qualifications: £30,000 pa pro rata. Paid monthly.

A Season Ticket loan is available.

There is a one month probationary period with one week's notice.

Thereafter, one months' written notice on either side.

Up to 16 days' annual leave, including mandatory Christmas/New Year break, plus 4 additional days taken at each of the Easter, Spring, August and Christmas Bank Holidays.

Office hours are negotiable. Normally, the office is covered 9.00am to 5.00pm, Monday to Friday.

It would be helpful if the Manager could attend some conferences and courses – all must be attended by a member of staff. This involves UK travel for which an extra payment is made.

### Person Specification

Of graduate or equivalent level education

Proven ability to develop policy issues

Literate with good command of the English language

Self motivated; good organisational skills

Excellent communication and personal skills

Financial/budget awareness

Excellent IT skills

Awareness of Committee work and of working in a voluntary body

A systematic organiser

**Plus**, interest in transportation and PR or marketing skills is an advantage.

### To apply

Send a letter of application and a full CV by 21 June 2010

## Institute of Highway Engineers

### Marketing & Events Manager (Maternity Cover 2010/2011)

<b>Responsibilities</b>	<b>Performance Measures</b>
To develop and plan the annual meetings programme.	Annual programme generated to meet Business Targets.  New opportunities identified and developed.
To organise IHE events and oversee their administration.	Programmes developed and promoted according to timetable.  Delegate feedback on administration consistently positive.  Budgets set and monitored.  Events promotion extended.
To promote IHE.	New opportunities identified.  IHE stands staffed at Road Expo, Traffex April 2011, IHE events etc. by staff or members  Membership recruitment actions identified  Contributes to Recruitment & Marketing Committee policy and actions.
(To produce monthly E-Bulletin and Technical Bulletin)	(Maternity cover outsourced)
To provide leadership and support to the quarterly Policy & Development Committees.	Agendas and supporting papers relevant, timely.  Actions clear.  Minutes accurate and issued within four weeks.  Emerging issues identified and pursued.
To provide leadership and support to the IHE Specialist Steering Groups and .to contribute to rolling out the Professional Certificates.	Agendas and supporting papers relevant, timely.  Actions clear.  Minutes accurate and issued within four weeks.  Emerging issues identified and pursued.
To contribute to developing technical policy and managing publications.  (Motorcycle Guidelines re-issue in 2011)	Liaise with authors or Steering Groups to deliver publications and allied websites to time and quality.  Identify opportunities and champions.
To supervise the Conference Assistant.	



## INSTITUTE OF HIGHWAY ENGINEERS

### WHO WE ARE

The Institute is a qualifying body and a learned society under the aegis of the Engineering Council which governs the whole engineering profession. We are a small institution with a lively and friendly reputation and are very vocal on incorporated engineer and technician issues. Since 2007 we have also offered Chartered Engineer registration.

A majority of our 3000 members are employed in local government and consulting firms in junior to middle management positions in highways and transportation. They pay an annual subscription to IHE. Most other income (40%) derives from courses and conferences. We have established leading policy positions on motorcycling and home zones on which our publications offer national guidance backed by the Department for Transport.

IHE affairs are governed by a Council elected by the membership and chaired by a President. Council members give their time voluntarily and several also help with administrative tasks and on our local Branch committees of which about half of the 15 regions are active.

There are four Council and Committee meetings a year held on consecutive days. There are five standing committees (Management, Membership & Qualifications, Recruitment & Marketing, Policy and Development), a number of steering committees for our courses and Professional Certificates plus a few ad hoc task groups.

### THE OFFICE

The financial and administrative management of the Institute is the responsibility of the Secretariat. IHE staff comprises the Institute Secretary who is the Chief Executive, the Marketing and Events Manager, the Membership and Qualifications Manager, an Admin Secretary and two part time Assistants. Broadly speaking, the Institute Secretary exercises overall management; the Membership Manager looks after the membership process; the Marketing Manager acts as deputy to the Secretary/CEO and is responsible for conferences and communications. The two assistants are responsible for handling subscription and conference monies (sales ledger) and event bookings (one day a week).

Our offices are on the third floor of the London Mathematical Society, Russell Square, with whom IHE staff mix.

There is a networked IT system using Windows XP with tailored membership and conference software packages from 'Centrepoint.'

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