

WANTED: A CIM member with talent management skills

If you're experienced in recruiting and rewarding people, you may have the skills we're looking for. This is a unique opportunity to be involved with appointments of the Senior Management Team at CIM, as well as the recruitment of volunteers into our advisory groups.

CIM is looking for a member to join its Appointments and Remuneration Committee (ARC) in a voluntary capacity.

As a volunteer, you get experiences you might not get in your day job; tap into a more strategic level of thinking and broaden your understanding. It is also an opportunity to give something back and get more involved with CIM.

Are you eligible?

You can apply if you tick these boxes:

- A current member of CIM
- Have senior management experience in staff recruitment and management
- Can to commit to attending at least 3 meetings a year at CIM with additional reading and preparation
- Able to support the committee on projects if required.

How to apply

Simply send a copy of your CV (or if sufficiently detailed your LinkedIn profile) together with a covering letter which explains why you are interested in the role and what you could bring to it to elections@cim.co.uk by midday on (GMT) on Friday 1st September 2017.

PLEASE NOTE the telephone interview will take place on 3rd or 4th October 2017. If you will be unavailable on these dates then please say so in your covering letter.

If you have any further questions, please email elections@cim.co.uk.

Find out more about the role, ARC and the process by scrolling down.

The Appointments and Remuneration Committee – Volunteer Vacancy

CIM is currently looking to appoint up to two CIM members to its Appointments and Remuneration Committee (ARC) in a voluntary capacity.

About the role

The purpose of ARC is to oversee the process for recruitment and retention of CIM's CEO and to act as a workforce planning control on behalf of its Board of Trustees. As a member of this committee you will:

- Oversee any recruitment process for CIM's CEO on behalf of the Board.
- Consider and recommend a reward package for the CEO to the Board.
- Ratify Senior Management appointments or promotions within CIM.
- Oversee the recruitment process to CIM's Advisory Groups and Committees.

As a member of ARC you will normally be expected to prepare for, and attend three meetings a year (which are usually held during the day at Moor Hall, Cookham), either in person or by the use of technology. It should be noted that at busy times, there may be a requirement for extra meetings to take place.

Appointments to ARC will normally be for a period of up to three years, which may be renewed for one further period of up to three years.

The role is unpaid but reasonable expenses are payable in line with CIM's expense policies.

The Committee consists of:

- The Chair of the Board of Trustees
- A Vice Chair of the Board of Trustees
- One further member of the Board of Trustees
- Two members of CIM who will be recruited through the committee process. These members must have senior management experience such as managing staff, setting bonuses and recruitment.
- One HR professional with significant experience of board level management and recruitment. To be recruited in association with CIPD.

Why apply for this role?

There are a number of advantages to serving on this Committee:

- It provides an opportunity for you to further develop your professional knowledge and experience. It gives you an opportunity to broaden your experience and add to your own cv.
- It gives you an opportunity to contribute at a strategic level to the governance of a major professional body. You will gain experience of providing support to the CIM Board, and finding out more about the governance of the organisation.
- It gives members the opportunity to give something back to CIM, as their professional body.

CIM will provide support for its Committee members. Following appointment, we will make arrangements for your induction and preparation for the role.

What do we need

Applicants should be members of CIM and must have senior management experience in the areas of staff recruitment and management.

Committee members need to be able and willing to devote the necessary time to the role and have the ability to respect and maintain confidentiality.

The specific competencies that we are looking for are:

- Commitment to the work of ARC and to the Objects of CIM;
- Good understanding of the business environment, especially with regard to HR management and recruitment;
- Ability to think logically and objectively;
- Good communicator;
- Ability to evaluate complex documentation and then to identify effective solutions;
- Ability to work well as part of a diverse team.

It is also desirable that you have some knowledge or experience of membership organisations.

Committee members are expected to agree to CIM's Volunteer Code of Conduct and complete a Declaration of Interests form on an annual basis.

How to apply

Please send a copy of your cv (or if sufficiently detailed your LinkedIn profile) together with a covering letter setting you why you are interested and how you meet the competencies set out above, to elections@cim.co.uk by midday (GMT) on Friday 1st September 2017. If you would like to discuss the role prior to submitting an expression of interest, please contact elections@cim.co.uk.

Following the closing date, candidates will be shortlisted and telephone interviews will take place on 3rd or 4th October 2017. If you will be unavailable on these dates then please say so in your covering letter.