

# Chief Executive Officer

Appointment Brief  
February 2023



STELLA MARIS

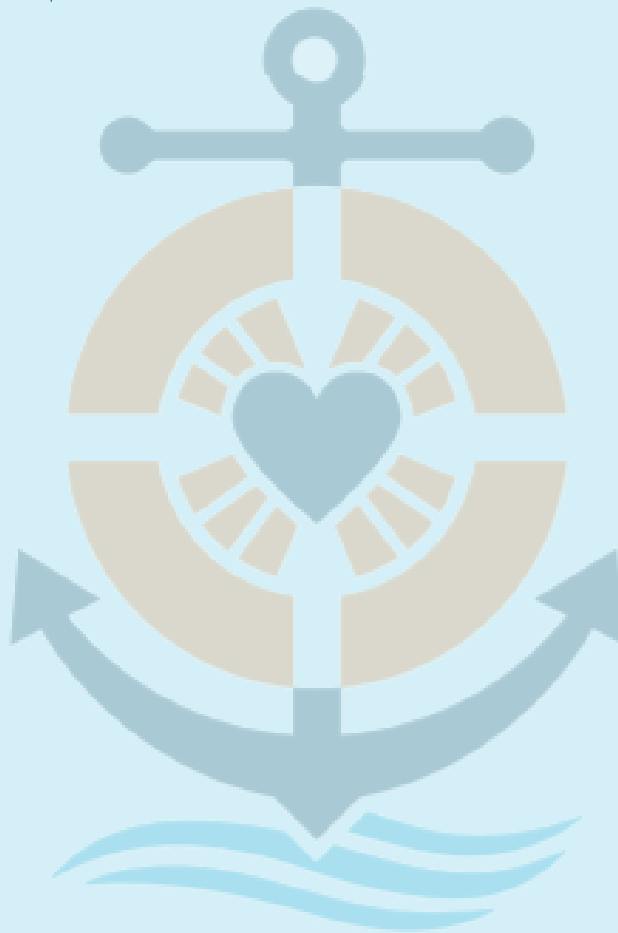


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**HarrisHill**  
charity recruitment specialists

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# STELLA MARIS

# Welcome letter from the Chair

Thank you for your interest in the role of Chief Executive Officer at Stella Maris. Our name translates as the Star of the Sea and has long been the favoured title by which Catholic seafarers refer to the mother of God, in whose protection they have traditionally placed their trust.

Formerly known as Apostleship of the Sea, Stella Maris was founded in Glasgow in 1920 and ran large seafarers' hostels in all the major port towns where seafarers could stay while their ships were in port.

Since then, international shipping has changed dramatically and whilst the nature of our work may have evolved, our founding belief that every seafarer and fisher deserves fair working conditions, respect for their human rights and the very best we can offer remains at the heart of what we do. Today there are some 1,000 chaplains and volunteers in 330 ports across 54 countries supporting this belief.

**Stella Maris is the largest ship-visiting network in the world.** In the UK we improve the lives of seafarers and fishers and their families through our network of 22 local chaplains and numerous ship visitors, providing expert information, advocacy, and spiritual support. The general and pastoral welfare we provide to the People of the Sea is regardless of creed, gender or ethnic origin.

As many seafarers cannot come to us, we must go to them. In this endeavour port chaplains and ship visitors are supported by trustees, head office staff, volunteers, clergy and very many supporters in UK parishes and the maritime community.

After 13 years at the helm our current CEO has decided it is time to move on. Under his leadership Stella Maris has become an outstanding charity. Becoming our next CEO is a great opportunity to lead the organisation in providing clear strategic leadership and building on the first-class service it currently delivers so that Stella Maris continues to grow and reaches more seafarers, fishers and their families.

The job description will tell you more about the role itself and the type of person we are looking for. Our website ([stellamaris.org.uk](http://stellamaris.org.uk)) give further detail regarding our mission and values, and the difference we make to the lives of the People of the Sea.

**Stella Maris recently celebrated its 100<sup>th</sup> anniversary. There is no better time to join our organisation and help us help even more seafarers for whom life at sea can present many challenges.**

The successful candidate will be required to uphold the ethos of the Catholic Church and to conduct at all times in a manner commensurate with the role.

If you share this passion to support the People of the Sea and the mission of Stella Maris, then I very much look forward to hearing from you.

**Capt. Esteban Pacha**  
Chair of Trustees



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# About us

Stella Maris is **the largest ship-visiting network** in the world, and the official maritime charity of the Catholic Church.

Seafarers often have to work away from their families and local communities for 9 to 12 months at a time.

Across the world, we aim to provide a 'friend in every port' and stand alongside seafarers and fishers to ensure their rights are upheld.

For over 100 years we've been extending the hand of friendship and welcoming seafarers and fishers to our shores.

Our global network of chaplains and volunteers makes more than 70,000 ship visits each year and supports hundreds of thousands of seafarers and fishermen in times of need.

**220 Chaplains**

supporting  
seafarers globally

**750 Volunteers**

in ports around  
the world

**Visiting  
Seafarers**

in 54 countries



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# Our work



Life at sea can be difficult. Seafarers and fishers can suffer from loneliness, depression, spiritual deprivation, and even exploitation. Our chaplains and volunteers visit hundreds of thousands of seafarers and fishers every year.

They listen and chat, they arrange Mass onboard ships, they offer practical help in a crisis and bring free Wi-Fi onboard so seafarers can call home. Often, these simplest practical kindnesses make the greatest difference.

# Our history

Stella Maris was founded in Glasgow in 1920 by a group of Catholic men and women with the founding belief that every seafarer deserves fair working conditions and respect for their human rights. The shipping industry has changed dramatically in the last 100 years and our work has evolved to make sure we can still meet the changing needs of seafarers today, but our mission to provide care and support for the people of the sea remains the same.



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# Vision, Mission and Values

## Vision

A global community of the People of the Sea whose lives are enriched through the Faith, prayer and charitable work of Stella Maris.

## Mission

To serve the People of the Sea spiritually, pastorally and practically through the presence and work of port chaplains and volunteer ship visitors. The primary means of delivering this mission is ship visiting.

## Charitable Object

The Object of Stella Maris, as set out in our Articles of Association, is as follows:  
“The promotion and advancement of the general and pastoral welfare of the People of the Sea worldwide, regardless of creed, gender or ethnic origin, in ways consistent with Christian principles and the recognized practices of the Catholic Church.”

Note: The People of the Sea include Seafarers and Maritime Personnel. Seafarers are those actually on-board merchant ships and fishing vessels and all who for whatever reason are undertaking a voyage. Maritime Personnel includes those who work on production platforms offshore; it includes students preparing for this work and those who have retired from this work; it also includes their families and port workers.”

## Values

**Love** - Charity is love. Stella Maris exists to enable people to love the People of the Sea, our staff, volunteers and all those with whom we work more effectively. The support we and our donors give to the People of the Sea is an expression of God’s love.

**Solidarity** – with the People of the Sea and all our colleagues in the global Stella Maris network. We stand with the People of the Sea in the challenges they face at sea and onshore.

**Integrity** – all Stella Maris personnel strive to serve the People of the Sea, the maritime sector, the Catholic Church, our supporters and all other stakeholders in a manner that is accountable, honest and transparent.



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# Vision, Mission and Values



## Mission

Our specific Stella Maris mission of holistically serving the People of the Sea, spiritually, pastorally and practically, starts with our personal relationship with Christ. It is this that inspires, enlivens and motivates our work with the People of the Sea in our ports and in our outreach work around the world. We recognise our responsibility to nurture and sustain this personal relationship at all levels of Stella Maris, individual and corporate.

In the United Kingdom, the Catholic Bishops' Conference of Scotland and the Catholic Bishops' Conference of England & Wales (CBCEW) have entrusted the spiritual and pastoral care of the People of Sea, in its entirety, to the established Catholic charity - Stella Maris. Stella Maris strives to fulfil Christ's mission through an authentic loving care of the People of the Sea irrespective of nationality, faith membership or any other facet of an individual's background.

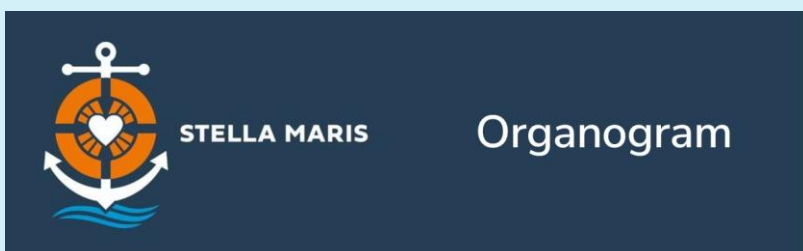
The primary means of our delivering the Church's mission to the People of the Sea is through the presence and work of port chaplains and volunteer ship visitors. The lives of the People of the Sea are restricted by the nature of their work, confined at sea for lengthy periods punctuated by brief periods ashore. At the heart of our mission is ship visiting in order to provide spiritual, pastoral and practical support to the individual. Put simply, as many of the People of the Sea cannot come to us we must go to them. In this endeavour port chaplains and ship visitors are supported by trustees, head office staff, volunteers, clergy and very many supporters in GB parishes and the maritime community.

An important part of the mission of the Church is to work together, where possible, with other Christian denominations and other faiths for the building up of the Kingdom of God. Stella Maris is committed to the teaching of the Church regarding ecumenism and interfaith engagement and, where possible and appropriate, actively works together for the good of all God's people.

# Stella Maris Annual Report

## and organogram of the organisation

Please click below to view the relevant document.



STELLA MARIS



# Job description



## **Job Title**                      **Chief Executive Officer and National Director**

Responsible to:	The Stella Maris Chair of Trustees
Accountable to:	Stella Maris Trustees (and through the Bishop Promoters to the Bishops' Conferences of Scotland and England and Wales)
Tenure:	Permanent
Hours:	Full time

## **Job Purpose**

Working closely with the Chair and Trustees, the Chief Executive Officer (CEO) is to provide leadership, management, direction, and support to Stella Maris in UK and is to promote and develop the mission of Stella Maris internationally.

The Chief Executive Officer's direct reports include:

- Director of Development
- 3 Senior Area Regional Chaplains
- Financial Controller

The CEO attends the following Board Committees at the invitation of the Chair of each Committee:

- Finance, Audit and Risk
- Safeguarding and Welfare
- International

# Job description



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The job is that of a strong and passionate leader of Stella Maris' mission who would be a role model for staff, chaplains and volunteers, able to credibly articulate and live Catholic social teaching, with the following key responsibilities:

## Strategic oversight and liaison

1. Contribute to the development of strategies and policies to achieve the mission of Stella Maris ("the Charity"), in UK and internationally, and to ensure that implementation is efficient and effective.
2. Support the work of the Board of Trustees and the Committees of the Board.
3. Assist in the development of the management structure – including the Committees of the Trustees - to provide effective and efficient oversight of the work carried out by the Charity.
4. Develop and maintain close relationships with key personnel within the Catholic Church in UK, the Vatican and internationally and within the global maritime industry.
5. Maintain appropriate relationships with professional advisers including bankers, insurers, legal advisers, and investment managers.
6. Liaise with associated Charities in the Catholic Church and maritime sector in achievement of the charity's mission.

## Leading and managing the organisation

1. Develop and implement a strategic plan underpinning operational plans and objectives for the Charity, both nationally and internationally.
2. Ensure the development and sustainability of the Charity, monitoring the implications of developments in legislation and contemporary practices in employment, financial, fundraising, Charity Commission and Office of the Scottish Charity Regulator requirements.
3. Provide leadership for the senior management team and manage those members of staff reporting to the CEO.
4. Ensure that the Charity's values, mission, and quality standards are maintained.
5. Maximise opportunities for developing existing and new activities, according to the needs and aspirations of the Charity and in line with its mission and strategy.
6. Develop both formal and informal strategic partnerships between the Charity and other organisations in pursuance of its mission.

# Job description



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## Governance

1. Work with the Chair to develop and ensure appropriate representation on the Board of Trustees and the continued engagement and involvement of all Trustees.
2. Work with the Chair to develop and implement appropriate recruitment, induction, support, and training to enable Trustees to fulfil their governance responsibilities.
3. Report regularly to the Board of Trustees and its Committees on the Charity's progress and development.
4. Develop organisational policies for approval by the Trustees.
5. Work with the Trustees to ensure the Charity discharges its constitutional and legal obligations and meets the requirements of its regulatory bodies (Companies House, the Charity Commission and Office of the Scottish Charity Regulator).
6. Ensure that the Charity complies with the statutory requirements of charity law and other legislation as appropriate including employment law, property and planning law, data protection and privacy laws, taxation regulations and fundraising guidelines.
7. Review and maintain the Charity's Risk Register, identifying and classifying risks as appropriate and considering and implementing appropriate mitigation strategies.

## General Management (through direct reports)

1. Review and report on the overall financial health and sustainability of the Charity.
2. Ensure systems are in place and are operating correctly to record and monitor income and expenditure.
3. Ensure the appropriate management of cash and investment resources, developing appropriate reporting mechanisms.
4. Establish and maintain an effective system for recruitment, retention, management, training and development of staff and volunteers to achieve the Charity's mission.
5. Develop the Charity's communications function to enhance its dissemination of information both internally and externally, enhancing its capability to promote the Charity to the public and the media, ensuring that it is presented appropriately and professionally.
6. Co-ordinate an income generation strategy to ensure sufficient funding is available for the Charity's operations and to ensure its long-term financial security.
7. Ensure the development and support of the Charity's principal funding sources and maintain good relationships with major funding bodies.

## General

1. Undertake such other reasonable duties and tasks as requested from time to time by the Trustees.

# Person Specification

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## Chief Executive Officer

**Stella Maris UK is a complex organisation that works directly and indirectly with multiple stakeholders.** The CEO will need to be able to work effectively with all of these stakeholders and be able to appreciate and consider the impact of individual decisions across these differing stakeholders.

This means in particular that the CEO will need to be able to operate at the strategic level of a national Catholic charity with international outreach whilst being efficient and comfortable dealing with the day-to-day management responsibilities in ports, parishes, local communities, staff and volunteers. Understanding and/or experience of the maritime sector, for example port operations, is desirable.

The CEO will be an excellent communicator, with demonstrable leadership experience, good management skills and plenty of initiative. They will be flexible and farsighted and have the ability to visualise the big picture whilst confidently enabling delivery at local level.

### Required skills:

- An excellent grasp of Stella Maris' vision, mission and values.
- A clear identification with the doctrine of the Catholic church so as to lead an organisation providing spiritual, pastoral and practical support to the People of the Sea.
- Highly effective leadership skills to be able to manage, develop and build a workforce diverse in skill, geography, and culture.
- Excellent communication skills, both verbal and written, with the capacity to relate at all levels, including to the Catholic community, and the corporate and charitable sectors. Ability to communicate respectfully with other denominations and faith groups.
- Ability to prioritise and execute tasks in a fast paced and rapidly changing environment, working to tight deadlines.
- Experience in driving strategy and delivering operational outcomes.
- A solid understanding of the operation of charitable organisations within different legislative contexts.
- Strong understanding of financial management, budget development and execution.
- Practising member of the Catholic Church.
- Fundraising and communications experience.
- Experience of building networks.
- Willingness to travel across the UK visiting all 22 parishes where Stella Maris operates and various relevant events as necessary.
- Willingness to undertake occasional overseas travel.
- A full clean driving licence.

# How to apply

If you would like to apply for this position, please send the following:

- An up to date CV outlining your employment history, academic and professional qualifications, and contact details
- A completed registration form
- A supporting statement (no more than 2 x A4 pages):
  - demonstrating how you meet the criteria outlined in the person specification
  - outlining why you are interested in becoming the CEO of Stella Maris

Please submit your completed application to [executive@harrishill.co.uk](mailto:executive@harrishill.co.uk) to arrive by 9am on Friday 3<sup>rd</sup> March 2023.

## Next steps:

Closing date for applications	9am, Friday 3 <sup>rd</sup> March
Shortlisting meeting between Harris Hill and Stella Maris	Monday 5 <sup>th</sup> March
First stage interviews with Stella Maris	Wednesday 7 <sup>th</sup> March
Final panel interviews with Stella Maris	Wednesday 14 <sup>th</sup> March

Please let us know with a note at the end of your supporting statement if you will require any reasonable adjustments should you be called forward for interview either in person or remotely, or to take on the role at Stella Maris.

Please state in the email accompanying your application if you have any commitments during the interview period that may coincide with the dates above.

For an informal and confidential conversation about this position, please contact Aled Morris at the above address with your contact details, and suitable times to chat.



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# Advertising copy

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## Key details:

**Role title:** Chief Executive Officer

**Salary:** circa £77,000 depending on experience

**Contract:** Permanent, full-time 35 hours per week

**Location:** National role with Head Office in London though location can be flexible

**As well as a personal alignment with work and values of Stella Maris, the successful candidate will have experience of:**

- being a CEO or have worked at SMT level with wide-ranging responsibility at an organisation of comparable scale and complexity
- developing effective relationships with a wide range of stakeholders, including service users / clients, employees, non-executive board members and large corporates
- developing and implementing wide reaching strategic plans translating vision to reality
- leading and developing senior teams to achieve organisational goals
- excellent communication skills, both verbal and written, with the capacity to relate at all levels, including to the Catholic community, and the corporate and charitable sectors.
- ability to communicate respectfully with other denominations and faith groups
- a clear identification with the doctrine of the Catholic church so as to lead an organisation providing spiritual, pastoral and practical support to the People of the Sea
- oversight of budgets of comparable scale and complexity

Due to the values of this organisation this vacancy is open to practicing Catholics (exempt under the Equality Act 2010 Schedule 9, Part 1).

If you would like to receive an information pack for this role with details of how to apply please send an expression of interest and a CV or professional profile in confidence to Aled Morris or Faye Marshall at Harris Hill.

**Aled Morris or Faye Marshall: [executive@harrishill.co.uk](mailto:executive@harrishill.co.uk)**

**Closing date for applications:** 9am, Friday 3<sup>rd</sup> March 2023

*Harris Hill Charity Recruitment Specialists operates an equal opportunity policy in accordance with the Equality Act 2010 and commits to treating all of our candidates and jobseekers fairly.*

*We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, marriage and civil partnerships.*



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