

INTERNATIONAL ASSOCIATION OF HYDROGEOLOGISTS

Who we are

The International Association of Hydrogeologists (IAH/AIH) is a scientific and educational charitable organisation for scientists, engineers, water managers and other professionals working in the fields of groundwater resource planning, management and protection. The Association was founded in 1956 and has grown significantly in its world-wide membership and influence.

Mission and aims

IAH's mission is to further the understanding, wise use and protection of groundwater resources throughout the world.

We are a leading international society for the science and practice of hydrogeology and a globally recognised information source and facilitator for the transfer of groundwater knowledge. We endeavour to raise awareness of groundwater issues and work with national and international agencies to promote the use of groundwater to ensure ready access to safe drinking water. IAH promotes the protection of aquifers against pollution, the improvement of aquifer storage and the management of groundwater resources to assure the sustainability of groundwater-dependent ecosystems.

A world-wide groundwater organisation

IAH is truly a world-wide association. We have more than 50 national chapters (groups), 14 scientific and topic-based commissions and networks, and an international Council, supported by the UK-based secretariat. Our 5000 members are located all around the world. You can find out more at <https://iah.org/>.

Hydrogeology Journal

The official scientific journal of IAH is Hydrogeology Journal (HJ), which is available to all IAH members and the worldwide community through our publisher, Springer Nature. HJ was first published in 1992 and now publishes around 150 peer-reviewed articles (in 8 issues) per year.

TERMS AND CONDITION FOR EXECUTIVE MANAGER

The contract is initially for two years, which will be renewable by mutual agreement. The terms and conditions below relate to employees based in the UK. Equivalent terms and conditions would be agreed for employees based elsewhere.

Place of employment

Home-based

Rate of pay:

A competitive salary will be paid, dependent on experience. It will be paid monthly in arrears, by bank transfer at the end of each month, payment being one twelfth of the annual salary. Salaries are reviewed at the beginning of each calendar year. It is anticipated that by virtue of career experience the successful candidate will have full competencies to carry out the tasks required and therefore year on year reviews will only address

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inflation and would not be expected to have any performance increment.

Additional payments

You will be entitled to the standard 'working at home allowance' (currently £26/month, non-taxable) and you will also be able to claim the costs of your broadband connection each month (taxable), along with other work-related expenses.

Expenses:

You will be reimbursed for all reasonable expenses and out of pocket expenditure that would not have been incurred otherwise, while working and travelling for IAH. Major items of such expenditure should be agreed with the Secretary General and the Vice President for Finance and Membership in advance and every opportunity should be taken to reduce costs by taking budget travel or combining travel with externally funded projects or activities.

Pension arrangements:

IAH has a workplace pension scheme, which accords with the UK government's pension legislation, with 4% employee and employer contributions. You may opt out if you wish.

Sick leave

Our occupational sick leave applies to all employees and provides for:

- 75% of average pay for the first 6 weeks
- 50% of average pay from 6-12 weeks
- a phased return to work taking account of average pay

Following this, statutory sick pay is provided from 12-28 weeks. Average pay is calculated by reference to the preceding 3 months.

Parental leave

We do not currently have a separate parental leave policy but instead follow legal requirements.

Hours of work:

The salary of the Executive Manager is assessed on the basis of 20 hours work per week, though hours are flexible, by agreement, according to workload. The time allocation includes time spent on travel in connection with the job.

Holiday:

You are entitled to 30 days' leave (pro-rated) each year, including bank holidays.

Period of Employment:

This contract will run initially for two years. Not later than 18 months after the contract has commenced the Association will notify you if it intends to offer an extension of the contract for a further two years. The contract may be terminated by either party by giving no less than three months' notice.

IAH EXECUTIVE MANAGER



Duties of the post:

These are set out in the attached 'Detailed scope of the tasks & responsibilities of the Executive Manager' which will form part of the contract (Annex 1).

Health and Safety:

IAH will need to be satisfied that your working arrangements at home provide a safe working environment. We will cover the costs for the essential equipment you need for this, including, if needed, a suitable desk and chair, computer, business version of Microsoft 365 and IAH-managed email address. We will include you under IAH's insurance in respect of our employer's liability, and your home address in regard to its use as an IAH office. You will be required to notify us of any change of place of work or any material changes at your current premises that might affect IAH's interests.

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Annex 1**International Association of Hydrogeologists****Detailed scope of the tasks & responsibilities of the Executive Manager**

OVERVIEW	
Reporting line	The IAH Executive Manager is appointed by the Executive Committee and the post-holder reports to the Executive Committee through the Secretary-General, as well as to all four Executive members and the full board of trustees.
Primary Responsibilities	<p>Company Secretary, and Secretary to the IAH Executive Committee and IAH Council.</p> <p>Oversight of governance matters, policies and procedures, and of financial matters.</p> <p>Management and direction of the IAH Secretariat team, comprising:</p> <ul style="list-style-type: none"> • Executive Officer, who deals with educational matters, communications and outreach, web services, and reporting, member benefits • Membership Secretary, who maintains IAH's membership database including liaison with IT contractor, manages invoicing for annual fees, manages chapters' funding retentions • Technical Editorial Advisor for Hydrogeology Journal (in respect of employment – professional management is by the HJ Executive Editor) • Hydrogeology Journal Editors, in respect of honoraria and associated contracts • Contractors, including IT, accounting and editorial • Any temporary staff that may be employed from time to time <p>Members of the Secretariat and contractors have delegated or contractual responsibilities for the tasks detailed below. The Executive Manager has overall accountability.</p>
DETAILED TASKS AND RESPONSIBILITIES	
Company Secretary duties	Fulfil the legal obligations of the Company Secretary, including financial and other reporting requirements to UK Companies House and the UK Charities Commission
Financial Affairs	<ul style="list-style-type: none"> • Prepare an annual budget for Executive approval • Approve end of year financial reports and send to Accountant, including material for the formal annual financial statement • Approve, in consultation with the Vice President for Finance and Membership, the financial statement prepared by the Accountant and submit to Council for endorsement

	<ul style="list-style-type: none"> • Signatory, along with selected members of the Executive Committee, of bank accounts and principal contact with the Association's bank • Oversee payment of salaries and pension contributions • Oversee payment of accounts as they become due • Make recommendations on membership fee increases to Executive, for further recommendation to Council and members • Manage investments as appropriate • Advise Trustees (Directors) on management risk assessments as required by UK Companies House and the UK Charity Commission • Assess and mitigate as far as possible the financial impacts of currency fluctuations
Reporting – formal requirements	<ul style="list-style-type: none"> • Prepare annual report • Complete returns to Charity Commission, Companies House and the Inland Revenue • Request and collect annual reports from IAH chapters and commissions, and networks
News and Information to Membership	<ul style="list-style-type: none"> • Review and help Executive Officer in production of newsletter • Review and help Executive Officer in production of eAlerts
Secretary to the Executive Committee	<ul style="list-style-type: none"> • Arrange and attend Executive Committee meetings • Produce agenda and papers for the Executive meetings • Produce notes or minutes and summary of action points of the Executive meetings • Provide support to members of the Executive Committee as required
Secretary to Council	<ul style="list-style-type: none"> • Arrange and attend Council meetings • Produce agenda and papers for Council meetings • Produce minutes of Council meetings • Provide support to Council members as required • Manage Council elections
Web services	<ul style="list-style-type: none"> • Oversee management of website, on-line services, e-mail provision (see e-news above) and social media
IAH Publications	<ul style="list-style-type: none"> • Manage the business interface with HJ publishers in liaison with the Executive Editor of HJ • Manage the business interface with publishers of IAH's (closed) book series • Identify and promote other opportunities for new IAH publications
IAH Congresses	<ul style="list-style-type: none"> • Provide support to local organising committees as required • Arrange, attend and report on IAH's annual general meeting

	<ul style="list-style-type: none"> • Arrange, attend and report on side meetings at congress, for example national chapter representatives
Membership Administration	<ul style="list-style-type: none"> • Promote and oversee negotiations for establishment of new chapters • Review sponsored membership applications • Review fee rates and graduated country categories in line with future budgeting needs and changing economic circumstances • Oversee the administration of the membership database • Manage membership including corporate members and corporate sponsors and the sponsored membership scheme • Act as contact point for national chapters on membership, including the promotion and support of new chapters • Overview of the administration, including contact with chapter treasurers, through the Membership Secretary
Education and outreach	<ul style="list-style-type: none"> • Initiate and provide support to Executive Committee and Council on educational initiatives, and scientific and technical links and programmes with relevant organisations