



Candidate brief for the position of

CHIEF EXECUTIVE OFFICER

**THE CHARTERED INSTITUTE OF LOGISTICS & TRANSPORT
CILT (UK)**

OCTOBER 2025



**The Chartered
Institute of Logistics
and Transport**

Introduction from the Chair of the Board

Welcome to the Chartered Institute of Logistics and Transport CILT (UK). It is a privilege to introduce you to our Institute at a time of strategic renewal and sector-wide transformation. Logistics, transport and supply chain are the lifeblood of modern society — and at CILT (UK) we believe that professional leadership has a vital role to play in shaping a more resilient, sustainable and connected future.

CILT (UK) is proud to hold Royal Chartered status and to represent a diverse, engaged membership across the UK and internationally. Our members work at the forefront of industry, academia and public service, and the Institute plays a respected role as an advisor to government, contributing evidence-based insight to policy development and national debate. We are well-positioned to grow our influence, modernise our offer, and deepen our impact — but doing so will require confident, collaborative leadership.

As an organisation, we are entering a new chapter. There is a clear appetite to become more outward-facing, commercially agile and digitally confident, while remaining true to our charitable purpose and professional values. We must strengthen our membership proposition, expand our reach into underrepresented markets, and build a culture of pride and accountability across our staff team.

We are seeking a Chief Executive who brings strategic clarity, emotional intelligence and professional credibility. You will work closely with the Board and senior team to deliver our strategic plan, energise our internal operations, and represent the Institute with confidence across government, industry and the media. Above all, you will embody the values of CILT (UK) and lead with purpose, integrity and ambition.

This is a rare opportunity to lead a Royal Chartered professional body at a time of sectoral significance and organisational change. We look forward to your application — and to shaping the future of CILT (UK) together.



Anna-Jane Hunter
FCILT

**Chair of the Board,
CILT (UK)**

October 2025





The Chartered
Institute of Logistics
and Transport

Who we are

The Chartered Institute of Logistics and Transport CILT (UK) is the chartered professional body for people working across logistics, transport and supply chain in the UK. We champion professional standards, provide recognised qualifications and continuous learning, and connect practitioners through forums, events and sector-specific communities to improve the movement of goods and people.

We bring together five core communities — logistics and freight movement, people mobility, transport planning, operations and supply chain management, and sustainability and the global community — delivering member-led policy, accredited learning and practical guidance that supports careers and sector performance. As a registered charity governed by a member-led Board, CILT (UK) combines professional recognition with a public-interest purpose rooted in our Royal Charter.

Our offer includes professional membership grades and chartered recognition, class-leading learning solutions and a knowledge hub of insight and guidance. We act as a trusted advisor to government and public bodies, develop sector policy and guidance drawn from member expertise, and support industry through corporate partnerships, events and practical services designed to professionalise the workforce and drive innovation across the sector.





The Role

Title:	Chief Executive Officer
Reports to:	Board of Trustees
Salary:	£120,000 - £140,000 + benefits
Contract Type:	Full Time
Location:	Corby, East Midlands

Job Purpose

The Chief Executive of the Chartered Institute of Logistics and Transport CILT (UK) provides strategic leadership to a respected professional body at a critical juncture in its evolution. As the Institute's most senior executive, the postholder will shape its future direction — strengthening its voice, modernising its offer, and deepening its relevance across a fast-changing sector.

This is a moment of renewal. CILT (UK) retains a proud heritage and a loyal membership base, but there is a clear appetite for change. The organisation must become more outward-facing, commercially agile, and digitally confident — while remaining true to its charitable purpose and professional values. The Chief Executive will lead this transformation, working with the Board to clarify priorities, energise the staff team, and build trust across the membership.

The role demands strategic clarity, emotional intelligence, and a deft touch with stakeholders. The postholder will represent the Institute at senior levels across government, industry and the media, while fostering a culture of collaboration and accountability internally. They will champion professional standards, drive innovation in member services, and ensure the Institute is well-positioned to influence national debate and support sector-wide progress.

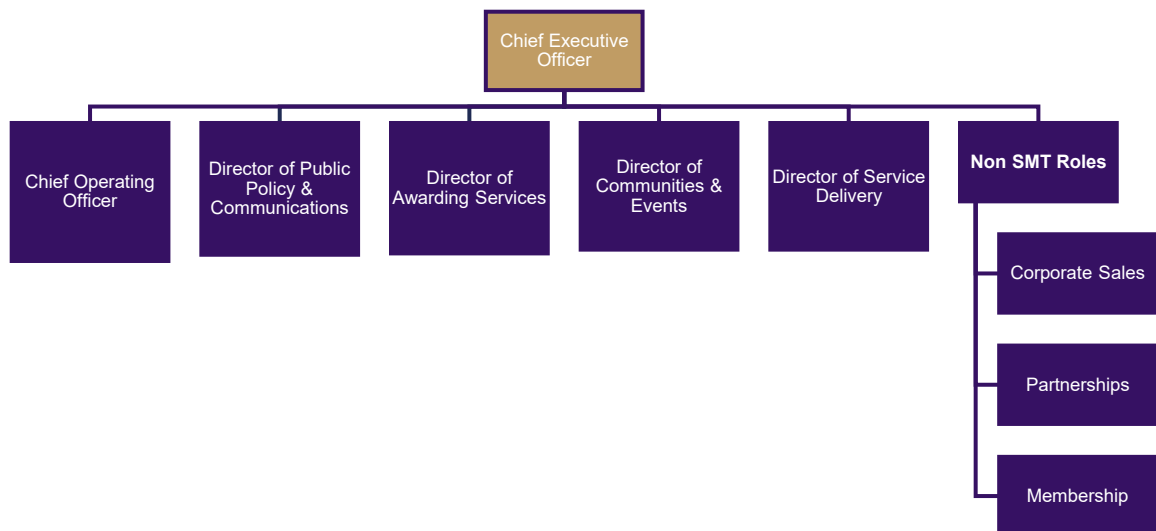
Above all, the Chief Executive will be a unifying force — guiding CILT (UK) through its next chapter with purpose, credibility and ambition.



The Team

CILT (UK) is led by its Board of Directors / Trustees, responsible for oversight, strategic direction and compliance with relevant charitable objects and company law. This is through board level and Senior Executive representation on the following committees: Remuneration, Nominations, Awards, Audit, Finance & Governance and Members Representative Group.

CILT (UK) currently employs 52 staff based in our offices in Corby, Northamptonshire and Hybrid working. Key directorates make up the Senior Management Team:



Summary of Role

To make a real difference and positive mark within the Logistics, Transport and Supply Chain sectors, supporting the board and SMT on developing and delivering the strategy, identifying and exploiting opportunities to grow CILT (UK) and their membership numbers sustainability and to strengthen our role as a voice and influence in wider debates within the sectors.



Key Responsibilities

Leadership and Strategic Direction

- Provide clear, confident leadership to the Institute, setting strategic direction in collaboration with the Board.
- Lead the development and delivery of the Institute's business plan, ensuring alignment with its charitable purpose and professional values.
- Foster a culture of collaboration, accountability and pride across the staff team, enabling high performance and continuous improvement.
- Ensure effective governance, supporting the Board and committees with timely, accurate information and strategic insight.

Policy, Government and Stakeholder Relations

- Represent the Institute at senior levels across government, industry and the media, promoting its voice in national and sectoral debate.
- Build relationships with policymakers, regulators and other external stakeholders to influence policy and raise the profile of the profession.
- As the public face of CILT (UK), develop and maintain a strong network of external relationships. Ensure the Institute is influential, respected and well connected, and where appropriate, exploits opportunities to collaborate with external stakeholders, including government, politicians, officials/advisors, public sector organisations, universities, other educational and training bodies, employers and Logistics, Transport and Supply Chain organisations.

Commercial Performance and Membership

- Strengthen the Institute's commercial performance across events, training, publications and partnerships.
- Modernise the membership offer to ensure relevance across career stages, disciplines and geographies.



Key Responsibilities

Commercial Performance and Membership (cont...)

- Drive growth in membership numbers, retention and engagement, with a particular focus on underrepresented groups and international markets.
- Oversee the development of new income streams that align with the Institute's mission and values, enhancing the value offered to CILT (UK)'s members

External Engagement and Brand Development

- Act as a visible ambassador for the Institute, enhancing its reputation and reach across the UK and internationally.
- Develop strategic partnerships with other professional bodies, academic institutions and commercial organisations.
- Ensure consistent, high-quality communications that reflect the Institute's values and amplify its impact.

Organisational Effectiveness and Operational Oversight

- Lead the senior management team, ensuring effective delivery of services and alignment with strategic priorities.
- Oversee financial planning and resource management, ensuring sustainability and value for money.
- Ensuring CILT (UK) conducts its activities in accordance with its Royal Charter, Bye-laws and charitable objects and compliance with all applicable laws and regulations, to provide advice on, monitoring and actively managing risks and exposures.
- Champion diversity, equity and inclusion across all aspects of the Institute's work.



Core Competences



Candidate Specification

- Excellent strategic, commercial, operational and communications skills.
- Energy, determination and appetite for success.
- Accomplished senior executive with demonstrable track record of developing, planning and implementing ambitious, sustainable and relevant initiatives to achieve growth and impact.
- Commercially astute, strategically strong, superior influencing, communication and relationship building skills.





Professional Experience, Skills and Knowledge

- Should possess strong business development skills and understanding of how to grow membership.
- Must be able to demonstrate a tangible record of success, effectiveness and making a difference in a multidisciplinary context.
- Versatile, capable of leading at the macro level of strategy and policy on the one hand, and technically able to grasp the detail as well.
- Experience as an executive or non-executive of a professional membership body advantageous and used to working at or near board level, understanding of governance, how to work inclusively with network of boards, committees, working groups, volunteers and other stakeholders.
- Natural and authoritative leadership skills and ability to develop and work with SMT, motivate staff, build an effective team and achieve results through others.
- Be a proactive, financially shrewd business leader, with a keen eye for detail as well as an imaginative and innovative grasp of strategic opportunities.
- Have exceptional business planning, budgeting and financial control experience, and must have managed significant P&Ls and budgets.
- Highly organised, IT literate and thoroughly professional.
- Senior experience within Logistics, Transport and Supply Chain sectors advantageous.



Personal Attributes

- Intellectual capability to balance the detail of a diverse range of responsibilities with a clearheaded view of the bigger picture.
- Highest personal and professional standards, integrity and values.
- Outstanding communications skills in all settings, both on paper and in person, be an articulate, persuasive advocate as well as an attentive and diplomatic listener.
- Must be able to build networks and strategic relationships and must have the personality and presence to engage with all audiences.
- Need to be politically astute, with first-hand experience of public affairs, media relations and external representation.





Essential Criteria

1. Knowledge and understanding of at least two sectors of the Institutes different sectors in Logistics, Transport and Supply Chain.
2. Demonstrable understanding of the environment of professional membership and/or charities.
3. Experience of working at or close to CEO and/or board level.
4. A track of delivery, particularly sustainable growth, business improvement and transformation.
5. An understanding of educational organisations / learned bodies and in particular Awarding Organisations/ regulated qualifications.
6. A track record of motivating and developing diverse teams.

Equal Opportunities Statement

CILT (UK) is committed to equality of opportunity at every level. Applications are welcomed from any individual regardless of ethnic origin, gender, disability, religious belief, sexual orientation or age.



How to Apply

CLOSE DATE FOR APPLICATIONS: 23:45 on Sunday 26th October 2025

The preferred method of application is online at www.berwickpartners.co.uk/94561

If you are unable to apply online, please email your application to
response.manager@berwickpartners.co.uk

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process.

For detailed information on how we process your personal data, please review our privacy policy on our website <https://www.berwickpartners.co.uk/privacy-policy/>

In line with GDPR, we ask that you do **NOT** send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

If you have any queries or would like more information relating to this document, please contact:

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