

Holiday Home Association

Job Description: Chief Executive

Status: Self-employed contractor

Hours: Part-time, not determined

Responsibilities

1. Represent the HHA externally in relationships with all bodies including:
 - The Tourism Alliance
 - Other relevant trade associations
 - The British Tourist Authority
 - The media
 - Government departments
 - Public bodies such as councils, the Health and Safety Executive, and other public sector agencies and organisations

Attend meetings in person or using videoconferencing software as necessary

2. Maintain membership records, process applications for membership, and solicit renewals of expired membership
3. Maintain the HHA website including member information
4. Maintain HHA social media feeds
5. Keep members informed about news relevant to the industry, changes to legislation and other regulation, HHA business and other matters of interest, through the production and distribution of a newsletter no less frequently than monthly. The Chief Executive must keep abreast of such issues as may affect members in order to do this.
6. Manage the administration of the contracted-out dispute arbitration system, and provide informal mediation on disputes that are unsuitable for external arbitration by reason of small value or otherwise
7. Ensure that HHA is always insured for public liability
8. Engage in activities to recruit new members to the association, including occasional attendance at trade events
9. Maintain a postal address (which may be a P.O. Box) and telephone line for HHA and respond to all calls received, including providing help and support to members who require advice.
10. Arrange external helplines including legal support, and other third-party services to members.
11. Manage the HHA bank account using online banking, settling invoices as necessary.
12. Manage the HHA PayPal and direct debit collection accounts with external providers.
13. Act as secretary to the HHA Council, organising meetings, producing agendas and writing and distributing minutes for the AGM and Council meetings
14. Attempt to exert influence on government policies and the policies of other organisations by responding to consultations and other efforts to influence decisions to the benefit of members.
15. Manage the services of a book-keeper who is to be paid on a contractual basis to maintain HHA accounts as necessary.

Notes

The Chief Executive is required to provide his or her own office facilities including internet connectivity and work from home. Direct expenses may be reclaimed from HHA. HHA does not provide office equipment or software.

The Chief Executive is employed as a contractor and is expected to make his or her own pension arrangements.

The Chief Executive may reside in any location in the UK but the majority of meetings attended in person take place in London, therefore it is an advantage to live in or within reasonable travelling distance of London.