

▶ VACANCY – CONDITION SURVEY PROGRAMME EXECUTIVE

The Shipowners' Club is a mutual insurance association based in the City of London. We offer Protection & Indemnity (P&I), Legal Costs Cover and associated insurances to smaller and specialist vessel owners, operators and charterers around the world. Building on over 160 years of experience, the Shipowners' Club provides tailor-made insurance packages for each operator according to their particular need.

We are now seeking a Condition Survey Programme Executive from a Marine background (**must have seagoing experience**) to join our Loss Prevention Team on a permanent basis. This is a fantastic prospect for a Senior Deck or Engineering Officer looking for a shore (office) based role to join a forward thinking and enthusiastic, high performing team. The role is an opportunity for an individual to take ownership of a risk mitigation programme that assists Members with risk identification, promotes seafarer safety and generally contributes towards the improvement in quality of the small vessel sector. Candidates must be great communicators and good at building relationships. This role does involve occasional travel to visit our Members and other stakeholders.

We also have a hybrid working model (minimum 2 days in the office / 3 days remote).

If interested in this role, please send us your **CV and covering letter** outlining why you would be suitable for this position and your salary requirements to recruitment@shipownersclub.com

We recognise the business benefits of having a diverse and inclusive community. We all have something unique to bring to the table and by embracing those differences we seek to build and maintain an environment which attracts and values diversity and where everyone can develop their talents and be themselves. For us, diversity and inclusion goes above and beyond focusing on protected characteristics – we want all our colleagues to bring 100% of themselves to work. With a happy and engaged workforce we all strive to work together to be the best that we can be for the mutual benefit of ourselves and our Members.

Overall responsibility of the Role:

Responsible for daily management of the Club's Condition Survey Programme, risk identification/solutions and providing maritime technical support to Members, brokers and colleagues.

Role Responsibilities:

1. Handle and ensure the efficient running of the Condition Survey Programme (CSP) in compliance with Club and IG P&I survey requirements. There is a particular focus on surveys carried out for tonnage underwritten from the London branch and support with survey matters for tonnage underwritten from the Singapore branch, in liaison with the Loss Prevention Executive – Singapore.
2. Ensure the condition survey programme operates in a financially efficient way.
3. Highlight issues, areas of concern and suggest possible risks/solutions in relation to poor quality tonnage that is identified via the CSP.
4. Promote LP initiatives and materials that may relate to survey outcomes.
5. Provide expert technical advice on marine related issues to Members, brokers and colleagues.
6. Develop and maintain good working relationships with Members, surveyors and brokers.

7. Provide a high level of service through timely and accurate response to internal and external enquiries received by telephone or email.
8. Assist the Head of Loss Prevention – London/Singapore with Management Audits, as required.
9. Develop the skills and knowledge required for the effective performance of the role by participating in and actively contributing to training and development activities.
10. Develop external relationships and knowledge by attending relevant industry seminars, forums and committees as agreed by the Head of Loss Prevention - London.
11. Produce accurate quality reporting and analysis, with particular respect to the CSP, to serve the needs of internal departments and that of Members and brokers.
12. Assist with the causation analysis of Claims. This includes the monitoring of internal notification emails to identify issues and the subsequent liaison with the Claims and Underwriting Departments as necessary, including but not limited to; analysis of claims for causation, liaising with and making presentations to Members and their crew.
13. Support the creation of Loss Prevention initiatives, as required.
14. Stand in for the LP Executive in London or Singapore, as required.

Skills & Experience Required:

- Seagoing experience in the role of Senior Deck Officer (Chief Officer/Master) or Engineering Officers (Second Engineer/Chief Engineer).
- Experience working on or with tonnage that is akin to the size and type of vessels entered with the Club.
- Shore side working experience is beneficial but not essential.
- A keen interest in safety.
- Works well independently as well as in a team.
- Uses intuition and can problem solve.

Candidates must be eligible to work in the UK and able to commute to the London Office.

Due to the large numbers of responses we receive, it is not possible to respond to every application. Therefore only short-listed candidates will be contacted for this particular role and if you haven't heard from us within 3 weeks please assume you have been unsuccessful on this occasion.

No Recruitment Agencies please.