

Part Time Executive Director

Somerset Chamber of Commerce is proud to be “The Voice of Business” in Somerset and a dynamic business organisation funded by members and stakeholders.

As one of only 53 accredited Chambers to the British Chambers of Commerce (BCC) across the country we have ambitious plans to grow our membership and develop incremental value added services over the next 3 years. With a team of talented professionals, supported by an engaged Board of Directors, we deliver a range of benefits and services to Somerset businesses.

We are excited to be evolving and developing our proposition and are seeking an Executive Director to join us on a permanent, part time basis in order to drive strategic growth and development.

Working closely with the Board of Directors, you will be responsible for the overall strategic delivery of the rolling three year business plan, including policy setting and ensuring we continue to meet the British Chambers of Commerce accreditation standards. The ability to translate vision and strategy into clearly understood, inclusive and deliverable operational plans is essential.

The main responsibilities of the role will include;

- Develop Annual Business Plan and Budgets in line with Strategic Objectives
- Be accountable for the overall Strategy and fulfilment of our Vision and Mission
- Delivering Financial and non-Financial Targets as agreed in the Business Plan with the Board of Directors
- Oversee the development of the overall Chamber reach; increasing membership and stakeholder engagement
- Oversee the development of the overall offering and develop projects in line with our objectives
- Maintaining highest standards of business practice, and ensuring best value in all Chamber transactions
- Developing and retaining an exceptional operational team
- Developing and maintaining relationships with key stakeholders
- Representing the Chamber of Commerce, in partnership with senior team members, within the public sphere
- Ensuring that BCC Accreditation Criteria are met on behalf of Somerset Chamber of Commerce

What we are looking for in our Executive Director;

- A proven track record in leadership and management ideally within a commercial enterprise or charity
- Ability to motivate and lead and inspire a team, proactively encouraging development and accountability
- Exceptional communication and presentation skills
- Strong understanding of management accounts, cost monitoring and financial reporting
- Passion for business and the Somerset region

Salary and Benefits:

Salary: £60k-£70k DOE pro-rata

25 days starting holiday, rising to 28 after 3 years' service, plus bank holidays

Private Medical Insurance

Application process:

Please apply with your CV and covering letter to Chairman Graeme Crosbie – email graeme@levelupsouthwest.co.uk

CVs will be screened and shortlisted by a number of the board members.

There will be an initial informal call to discuss the role followed by an assessment day for the shortlisted candidates, which will include panel interviews, a meet the team session and presentations.