

Job Description

Sevenoaks and District Chamber of Commerce
Role Title: CEO, part time approximately 20 hours per week
Reports to: Executive Committee
Salary Range: £28-32K depending on experience pro rata.
Location: Office based with some flexibility
<p>MAIN DUTIES:</p> <p>The CEO is responsible for leading and driving the Chamber's values, mission, and vision. The job holder will manage the overall operations of the Chamber and act as the main interface between the Chamber, its members, the Board of Directors, Business Partners, and external partners e.g., local government organisations. The person will be responsible for the development of the Chamber and play a pivotal role on the Board in developing and delivering the strategy for the Chamber.</p>
<p>JOB SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Takes the lead across all aspects of the Chamber by reviewing member engagement, company goals and by delivering fresh ideas that will drive the business forward. • Determines the direction of the business by working alongside the other Board Directors, and as part of the Executive Committee. • Lead team members to create and implement strategies and goals. • Build a positive and productive image for the Chamber of Commerce by meeting regularly with key members of the business community. • Communicate the vision for the Chamber. • Liaise with the Chamber member forum and develop effective communication platforms to share ideas and information with members. • Review finances with the Treasurer and agree investment proposals with other Board Directors and the Executive Committee. • Provide a quarterly CEO report for presentation at the Board Meetings.
<p>PERSON SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Strategic thinker, with the drive to deliver creative events and initiatives. • Vision and strong development skills to grow and maintain membership. • Basic numerical ability to manage budgets and expenses. • Good communicator with the ability to liaise with multiple organisational structures, local authorities, councils, charities, and community groups. • Positive and can-do attitude willing to be hands-on to get things done. • A passion for helping businesses grow and develop with a strong community spirit.

The Chamber of Commerce is a not-for-profit membership organisation that is Limited by Guarantee. The organisation has two paid employees working on a part time basis and we manage a membership group of 200+ members paying annual subscriptions. The CEO will sit on the Board of Directors along with 7 other Directors who act in an advisory role to the CEO and meet Quarterly. In addition, the Executive committee comprising of Treasurer and one other board member are available to meet monthly to support the CEO in the day-to-day running of the Chamber.