

About the Ayrshire Chamber of Commerce

The Ayrshire Chamber of Commerce celebrates its 75th Anniversary this year and is the 3rd largest Chamber in Scotland after Aberdeen and Glasgow. Accredited by both the British and Scottish Chamber of Commerce; the Ayrshire Chamber is a not-for-profit membership organisation that supports over 800 businesses, in addition to the successful delivery of various projects including the Ayrshire arm of Developing the Young Workforce.

Position Overview

Reporting to the President and the Board of Directors, the CEO will lead the team and implement the 'Forward Together' strategy that will add value to members and wider stakeholders, resulting in a more prosperous, economic outlook for Ayrshire.

Expectation to attend events and meetings outside of normal working hours. The CEO is responsible and accountable to the Board of Directors to provide executive leadership to the Ayrshire of Commerce. This is a full-time position based within the Ayrshire Chamber office at Prestwick Airport.

Qualifications and Experience

- Bachelor's degree or comparable professional training and experience
- Executive management level experience in a business-related field or other leadership position.
- Financial management understanding from budgets, balance sheets and P&L
- Strategic understanding of financial management and corporate financial information as well as the ability to manage and oversee multiple budgets and projects
- Working knowledge of local, regional, and national business eco system and capability in developing collaborative relationships in these areas
- Creation and implementation of strategy to ensure a future fit, solid business model
- Leading and inspiring a team to continuously add value to stakeholders

Duties and Responsibilities

- Manage and lead the Ayrshire Chamber team to ensure the strategy set by the Board is being implemented to the highest standard
- Full financial and operational control to ensure a robust service for members and financially sound
- Work with the Board to grow the business from both a membership and project perspective
- Manage relationships with the membership and wider stakeholders, ensuring regular and effective communications to certify comprehensive awareness on the value that the Chamber represents. This should be done through a mixture of effective traditional and digital activities
- Prioritise a busy workload and have excellent organisational skills to deliver all the key priorities to deliver set KPI's
- Working with the Board, team, and members to provide high-calibre business and networking events, which will be provided by the Chamber throughout the year to engage members and attract new members to the Chamber. Chamber events and activities will frequently require flexible working when required.
- Driving forward change and innovation.
- Build relationships with Scottish Chamber of Commerce, British Chamber of Commerce, and local government organisations
- Prepare CEO Board Report and attend Board meetings in addition to Finance and N&R Committees
- Participation in network steering groups as and when beneficial for the Chamber and members'
- Lead and develop a strong culture within the team, driving personal development and a progressive environment of support, wellbeing, and growth
- Ensure the Ayrshire Chamber Vision and Values are delivered, underpinning all decisions
- Seek opportunities to grow the Chamber and its offering
- International Trade – whilst there is a team in place to administer International Documents, the CEO is ultimately responsible for documentation and ensuring that it is safely governed
- Ownership of maintaining dynamic Risk Register'
- Tenders for 'projects' appropriate to the Chamber resources and capabilities and in line with the Chamber vision.
- Be the 'Ambassador' for the Chamber through strong relationship building across Ayrshire and beyond including SCC and BCC level.

Skills and Abilities

- Knowledge of the Ayrshire economic landscape and business community
- Outstanding public speaking and presentation skills
- Effective written communication skills
- Strong customer service skills
- Outstanding time management and event planning skills
- Strong ability to foster teamwork and collaboration between/among Board members, staff, Chamber members' community leaders, elected officials and strategic committees and organisations.
- Strong Executive and supervisory skills, including ability to plan, organise, lead, delegate, and monitor
- Passion for collaboration and networking
- Demonstrated ability to manage Ayrshire Chamber finances and to project performance.
- Ability to perform cost-benefit analysis of proposed ideas, projects, and events.
- Ability to be flexible with contracted work hours and travel at times across the UK
- Ability to motivate others to be champions of Chamber initiatives
- Strong commitment to personal growth
- Innovative with a passion for making a difference



Package

Salary c.£65,000

30 days annual leave plus public holidays

Level 3 Chamber health plan

5% pension contribution

Eligibility for death in service (x3 annual salary) if in pension scheme

3 month probation period

Application Detail

For a confidential discussion, contact Catriona Mackie or Kate Kennedy of Aspen People on 0141 212 7555.

To apply for this role please submit your CV and a supporting statement which should outline your interest and explain how you meet the role's criteria. Applications can be submitted to via Aspen People at www.aspenpeople.co.uk

Closing date for applications is Monday 20th June 2022

