

Job Description

Newry Chamber of Commerce & Trade is seeking to recruit a dynamic **Chief Executive Officer (CEO)** to lead our organisation, play a vital role in overseeing the Chamber's progress against goals and objectives and ensure its effectiveness in supporting the local business community in Newry.

The CEO of Newry Chamber is responsible for driving overall success of the organisation, collaborating across all sectors to address business community issues by working with and representing Chamber membership organisations. In conjunction with the Chamber President, Board, Council and members, the CEO will be responsible for the operational management and delivery of the Chamber's strategic objectives and will ensure effective resource management to achieve the Chamber's goals. The CEO will progress and establish relationships with key stakeholders and provide executive leadership to the Chamber team.

Responsibilities include supporting the Chamber President, Board, Council and Membership in setting the Chamber's strategic direction, supporting the Chamber Board and Council in political and stakeholder engagements, planning and implementing the annual events programme, membership growth within pre-agreed targets, financial stability, community relations, staffing development, and operational achievement. The CEO will be expected to have overall responsibility of the Chamber's administration and governance.

Job Title:	Chief Executive Officer
Employment Type:	Full Time/Permanent
Reports to:	Chamber President & Board of Directors
Hours:	Monday - Friday (9am - 5:30pm)
Salary:	£45,000
Location:	Granite House, 31-35 St Mary's Street, Newry, BT34 2AA (You must be prepared to travel extensively in Northern Ireland and sometimes beyond)
Closing Date:	22nd September 2023

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • A minimum of 10+ years' operating at a senior level experience in an organisation's strategic and operational leadership. • Track record of achieving business and sales KPI targets. • Expert in profit and loss statements and budget management. • Successfully manages relationships with key stakeholders. • Strategic marketer using innovation, social media, public speaking and PR. • In facilitating key business meetings, governance committees and forums. • Event management experience, including planning, budgeting and goal achievement. • Strong commercial acumen and interpersonal skills in press and PR. • Full Driving Licence with access to a vehicle. 	<ul style="list-style-type: none"> • Third level qualification business related discipline. • Experience and knowledge of funding bodies and strategies. • Demonstrable knowledge of political institutions.

Please Note:

- Applicants **must** demonstrate on their CV how they meet each of the criteria in order to be shortlisted for interview.
- We will be **unable** to shortlist those applicants who do not meet the essential criteria.

To register your interest for this role and obtain a full job description and application pack, please contact:

keara.paterson@aab.uk

Newry Chamber is an equal opportunities employer and we welcome applications from all sections of the community.