**Job Title: Policy & Representation Executive – York & North Yorkshire**

**Based at**: York & North Yorkshire with requirement to travel between all locations utilised by the WNY Chamber of Commerce  
  
**Hours:** 35 hours per week Monday to Friday (some evenings and early mornings will be required and therefore the post holder must be flexible to meet these requirements)  
  
**Reporting to**: Head of Policy & Representation – Mark Casci  
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**Main Duties:**

(Note: In addition to these functions employees are required to carry out such other duties as may reasonably be required)  
  
This role is the face and representation of the Chamber in York and North Yorkshire. A key role within the organisation and the wider chamber network, ensuring high quality representation and policy formulation support.

As a proactive member of the Policy & Representation team you will assume responsibilities for activities in York and North Yorkshire region. Working as part of our fast paced, multi-discipline communications and advocacy team ensuring chamber policy, activity and members’ views are appropriately collected and represented to decision makers, the media and members themselves.   
  
You will work collaboratively with other colleagues both at WNY Chamber, British Chambers of Commerce (BCC) and across the broader Chamber network to maintain our high level of engagement, lobbying and communications that support a strong and trusted campaigning unit.

You will be adept at utilising a wide range of communication tactics and digital channels and managing multiple projects at the same time to create positive change for business. Key to this role is ensuring that members and stakeholders are engaged and informed about the Chamber’s work, at the right time and across a range of channels.

The successful applicant will have an extensive understanding of the news agenda, business issues and be used to working in a high pressure environment.

The successful applicant must have their own car and a will spend a significant amount of their working day in York and North Yorkshire region.

**Key Responsibilities:**

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| * To be a highly visible presence for the chamber in the region, representing the organisation at key events, meetings and networking sessions. These can involve early morning and evening events, so flexibility to attend is essential. It is anticipated the successful candidate will live in the York & North Yorkshire region. * Actively support a defined partner strategy, to support the business plan objectives e.g. links and communications with key organisations such asCity of York Council, North Yorkshire Council, North Yorkshire Combined Authority York Business Improvement District and other key stakeholders. * To research and formulate policy relating to issues affect the Chamber and its members. To prepare appropriate briefings for the Chamber representatives and ensure response to external consultations are shared with members and relevant stakeholders. * To service and support the Chamber's policy committees and working groups, sourcing and securing members support to become representatives of the Chamber on external committees, working groups and at meetings. Providing information and reports, for these representatives and ensuring feedback is given and the work promoted. * To take the lead in dealing with the Leadership Group for York and North Yorkshire, alongside policy colleagues, to identify issues, contributors and information. To be the lead in drawing up agendas, identifying presenters on key issues facing the region. Work with the Head of Policy in identifying potential members for the leadership group and other policy committees such as the York and North Yorkshire Property and Economic Forum. * Support and engage wider business community on the Chamber’s administration of the Local Skills Improvement plan across the region. |

* To undertake media related and promotional duties including but not limited to writing press releases, briefing notes, articles, blogs and social media material. Co-ordinating and editing material for Chamber publications and websites.
* Maintenance of policy activity reports and the company's Salesforce database in an accurate and timely manner, are major requirements.
* Support the administration and analysis of the Quarterly Economic Survey for the WNYCC.
* Undertaking training and any other ad hoc duties required by the Chamber.

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** |
| **Educational**  **Qualifications** | Good GCSE’s including English and Maths grade C or above.  Educated to degree level or equivalent. | Masters or equivalent. |
| **Experience** | Experience of working with Committees, Steering Groups and other Stakeholders.  Excellent general management and business knowledge.  Experienced in customer care of Executive or Director level.  Experience of generating revenue from business, through third parties and customer focused incentives. | Knowledge of strengths and challenges facing business in York & North Yorkshire.  Contacts and connections within local government in York and North Yorkshire.  Running own business or held a suitably senior position within a business.  Understanding the needs of business from sole traders through to large PLC’s.  Managing a dispersed team of colleagues. |
| **Communication skills** | Excellent organisational and communication skills.  Good time management skills.  Confident presentation skills and experience of making presentations to groups and individual clients. | Experience of communicating at Chief Executive and Board Level |
| Practical & Intellectual skills | Positive attitude to learning and training for personal development.  Working knowledge of databases and IT office packages and |  |
| **Disposition & Attitude** | Target focused and able to close business.  Ability to create confidence and trust in clients.  Motivated by achieving individual and team targets.  High standard of personal presentation.  Positive “can do” approach to work.  Flexible and able to work outside normal hours on a regular basis. |  |
| **Special Knowledge** | Good geographical knowledge of the York and North Yorkshire region. |  |
| **Physical or sensory** | Driver, car owner |  |