

West & North Yorkshire Chamber of Commerce (WNY)

JOB DESCRIPTION

Job Title **Policy & Representation Executive**

Location: **West & North Yorkshire Region**

Reports to: Director of Policy & Representation

Main Function of Job:

(Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

A key role within the organisation and the wider chamber network, ensuring high quality representation and policy formulation support.

You will work 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 profile and integrated communications that support a strong campaigning approach. 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 and business issues and be used to working in a high pressure and high-volume environment.

Key Tasks:

1. 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.
2. 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 e.g. website, magazine, committee meetings.
3. To support the Presidents, Chief Executive, Director of Policy and committee chairs of the Chamber in relation to representational and media matters.
4. To undertake media related and promotional duties including writing press releases, briefing notes, articles, blogs and social media material. Co-ordinating and editing material for Chamber publications and websites. Handling requests for information relating to policy and representation.

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5. Maintenance of policy activity reports and the company's Salesforce database in an accurate and timely manner, are major requirements.
6. The administration and analysis of the Quarterly Economic Survey for the WNYCC and the Mid Yorkshire Chamber.
7. Attending/joining online meetings with the BCC, local / combined authorities, Local Enterprise Partnerships, education bodies, government departments and other partners.
8. Contributing to the Management Team of the WNYCC.
9. Undertaking training e.g. compliance modules, BCC conferences.
Any other ad hoc duties reasonably requested by the Company.

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Person Specification

Attribute	Essential	Desirable
Educational Qualifications	Good GCSE's including English and Maths	Educated to degree level or equivalent. Business qualification or professional built environment qualification.
Experience	Proven experience in customer focused role Experience of supervising a small team to achieve targets. Strong track record of individual achievement against sales and income targets. Excellent general management and business knowledge Experience of generating revenue from business	Working in a multi-occupied environment. Dealing with new and young companies Experience of managed workspaces or serviced offices Understanding the needs of business from sole traders through to large PLC's Managing a dispersed team of colleagues. Experience of preparing financial/budget information.
Communication skills	Excellent organisational and communication skills Good time management skills Confident presentation skills	Experience of communicating in multi stakeholder environment Experience of making presentations to groups and individual
Practical & Intellectual skills	Positive attitude to learning and training for personal development. Working knowledge of databases and IT office packages and including digital skills – Teams/Zoom	Experienced in assessing health and safety issues

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<p>Disposition & Attitude</p>	<p>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</p>	
<p>Special Knowledge</p>		<p>Good geographical knowledge of the West & North Yorkshire area</p>
<p>Physical or sensory</p>	<p>Driver, car owner</p>	