

Scottish Chambers of Commerce Limited

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| Job Title: | Operations & Development Director |
| Reports to: | Chief Executive |
| Responsible for: | SCC Operations and Project Staff |
| Location: | Glasgow |
| Salary: | Commensurate with experience |

An opportunity exists for a commercially driven and results orientated individual. Working closely with our network of 22 Chambers across Scotland, the focus of this post is to lead the commercial development of SCC and its network. This will take the form of identifying and securing new profitable business ventures and partnerships. Additionally the post-holder will be responsible for the management and performance of SCC's business operations.

The post-holder will possess the necessary strategic, operational and managerial skills.

Travel to Chambers of Commerce and other key stakeholders will be required throughout Scotland.

Principal Accountabilities

- Business Development and income generation
- To work with the network of Chambers in developing new partnerships and alliances;
- To effectively project manage projects and people;
- To work with the Chamber network to determine and deliver services that add value to their business and membership;
- To be the prime lead in relationship management with the network
- To manage the quality affiliation process and identified training needs;
- To develop models to engage all Chambers in Scotland
- To work with the Board and Chief Executive to deliver plans to generate income to ensure the viability of SCC Limited;
- To communicate internally to the Network and externally to appropriate stakeholders;

The above tasks are not intended to be exhaustive, but highlight a number of major tasks the post-holder will be expected to undertake.

Person Specification

Essential qualities

- Outstanding planning and project management skills
- Excellent interpersonal skills
- Proven success in developing and winning significant business such as the sourcing and securing of funding/sponsorship.
- Knowledge and experience of working in the private sector;
- Ability to demonstrate a creative approach to new project development
- Ability to prioritise and organise your own work load while adhering to tight deadlines

- Ability to motivate and lead the SCC team
- Previous line management/leadership experience
- Excellent communication skills both oral and written
- Good negotiation skills
- A dynamic and entrepreneurial flair to create success

Desirable qualities

- Existing stakeholder networks, Scotland Office, Scottish Parliament, Westminster, business and media
- Previous experience working in a membership organisation
- An understanding and/or awareness of the political and public sector;