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| A picture containing drawing, food  Description automatically generated Job Description A picture containing drawing  Description automatically generated |
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| **Job Title:** | Chief Executive |
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| **Reporting to:** | President of Board of Directors |
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| **Responsible for:** | All staff |  |
| **Main Purpose of Job:** |  |
| To ensure achievement of organisation’s short- and long-term business plan  |
| **Main Duties:** |  |
| 1. To lead on and implement, execute and achieve the organisation’s Business plan, to include planned growth in Chamber membership.
2. To ensure the future financial sustainability and profitability of the organisation.
3. To ensure adherence to corporate governance processes and procedures
4. To prepare accurate and timely management reports and presentations for the Chamber Board
5. Working closely with the President and Board of Directors, to continually revise and implement business development strategies which focus on key routes to growth of the Company
6. To build on internal and external networks to support achievement of the business objectives and expansion of the organisation
7. To enhance and develop the Company’s profile in local, regional and national economic development communities.
8. To identify and secure new partnership working opportunities to support business objectives, organisational growth and continue to raise the organisation’s business profile both locally and nationally. To include local and national politicians, Local Enterprise Partnership and other relevant bodies.
9. To develop appropriate community links on behalf of the company in accordance with the Company policy and aims.
10. To engage with appropriate local, regional, national, and international bodies, representing the interests of the Company maintaining the highest professional standards at all times at meetings, seminars and other events.
11. To ensure that resourcing and operational levels are assessed, reviewed, and implemented to ensure delivery of business plan
12. To publicly promote (internally and externally) the achievements and positive performance of the Company to enhance reputation and image.

All other duties as required or directed by the Chamber Board |
| **MANAGEMENT RESPONSIBILITIES:** 1. To manage and develop direct reports effectively ensuring that key performance objectives are met.
2. To ensure regular team meetings ensuring that the team is updated on relevant issues from the variety of communication channels e.g. Directors, Management team and staff meetings
3. To conduct appraisals to identify, confirm and review agreed performance objectives and competencies, identify training needs, and carry out regular informal reviews for all direct reports in line with HR policy and practice.
4. To identify objectives for the attendance of training/development activity for all direct reports, ensuring that evaluation is sought to ascertain the impact of the training to both the individual and the organisation.
5. To regularly review and update budgets in line with financial timescales.
6. To effectively ensure that cash-flow is maximised at every opportunity e.g. budget profiling, setting up of new contracts etc.
7. To ensure that contract terms and conditions are adhered to.

This job description is not exhaustive due to the changing environment of Northamptonshire Chamber & MK Chamber. The job holder may be required to carry out other duties considered to be within the scope of the job. |