

Job title:	Asian Business Chamber of Commerce (ABCC) Manager
Department/Division	Membership
Responsible to:	Director of Membership
Responsible for:	N/A
Salary:	
Main purpose of job:	
<p>To manage and develop the Asian Business Chamber with primary responsibility for driving membership growth through proactive sales and business development, while contributing to the development and ongoing refresh of the ABCC membership value proposition to ensure relevance and appeal to Asian-owned businesses of all sizes (from micro and SME to multinational organisations), as well as organisations seeking to support diverse workforces and regional networks.</p> <p>The postholder will also be responsible for delivering a strong programme of engagement, events and commercial activity, growing patronage and sponsorship income, and achieving agreed targets, budgets and outcomes in line with wider GBCC business plans.</p> <p>You will also be responsible for organising and supporting meetings for the executive committee of the ABCC.</p>	
Key result areas:	
<p>The main duties and responsibilities of the role are:</p> <p>Membership Growth & Strategy</p> <ul style="list-style-type: none"> • Develop and deliver a clear membership growth strategy for ABCC in collaboration with the Director of Membership, identifying priority sectors, business sizes and audiences. • Proactively acquire new members through direct sales activity and in collaboration with the Business Development Team, achieving agreed year-end targets. • Contribute to the review and ongoing development of the ABCC membership value proposition to drive acquisition and retention. • Support the positioning of ABCC as the leading regional network for Asian business and organisations committed to diversity and inclusion. • Use member insight, feedback and data to inform strategy, product development and engagement activity. • Achieve agreed membership retention targets alongside the Relationship Management Team. <p>Relationship Management</p> <ul style="list-style-type: none"> • Manage a portfolio of high-value accounts to achieve retention and commercial targets. • Establish, develop and maintain relationships with external key stakeholders, member and non-member organisations. • Engage with local policy activity, business leaders, local authorities and strategic partners to represent the Chamber and its members alongside the GBCC Policy Team and Director of Membership <p>Patrons</p> <ul style="list-style-type: none"> • Increase Patron membership to agreed year-end targets. • Design and deliver an annual programme of patron engagement, including patron dinners and cross-divisional activity, working closely with the Director of Membership and relevant GBCC teams. 	

Sponsorship & Commercial Income

- Generate commercial opportunities for ABCC and achieve agreed income targets.
- Lead on sponsorship income for flagship ABCC events, including the annual dinner, achieving agreed sponsorship objectives.
- Identify and develop new commercial opportunities and partnerships where appropriate, in collaboration with senior commercial colleagues.

Executive Committee

- Manage the Asian Business Chamber executive committee including scheduling meetings, drafting agendas and providing up-to-date reporting on membership, events and initiatives. Ensuring the committee are heard as the voice of our membership and the wider Asian community.

Events

- Working closely with the Marketing and Events Team, develop and deliver an annual schedule of ABCC events that supports member acquisition, engagement and retention.
- Oversee flagship ABCC events including an Awards Night and three Festivals, driving attendance, sponsorship and award entries against agreed targets.

Other:

Health and Safety

To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

Equality and Diversity

To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.

Confidentiality

To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.

General

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

Conditions

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

Knowledge, skills & experience (person specification)

Requirement	Essential	Desirable
Education	GCSEs at grade 9 to 4/A* to C in English and Maths	

	Educated to degree level or equivalent	
Knowledge required	<p>Knowledge and understanding of the regional business support landscape</p> <p>Awareness of current and evolving business issues, needs and challenges of local business including SME's and Blue Chip clients and the ability to discuss and communicate at senior levels.</p>	
Experience required	<p>Confident in Sales and Relationship Management</p> <p>Strong commercial acumen and experience of developing commercial opportunities at strategic level.</p>	Experience of establishing and developing effective networks and partnerships, including engagement with senior stakeholders and public-sector bodies, working within agreed organisational frameworks.
Skills and aptitude required	<p>Exceptional written and verbal communication skills</p> <p>Exceptional presentation skills</p>	
Personal qualities	-	
Practical circumstances	Flexible attitude to working hours	
Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.		

Declaration:

Completed by:

Manager name:			
Signature:		Date:	

Staff member name:			
Signature:		Date:	