

The Greater Birmingham Chamber of Commerce (GBCC) is here to connect, support and grow local businesses. Accredited by the British Chambers of Commerce, we have given a voice to local businesses since 1813. GBCC is headquartered in Edgbaston, Birmingham, and covers six geographic divisions and four themed Chambers.

**1. JOB TITLE:** **International Trade Specialist**

Department/Division: Programmes Team

**2. REPORTING RELATIONSHIPS:**

Responsible to: Head of Programmes

**3. MAIN PURPOSE OF JOB:**

The International Trade Specialist will be responsible for assisting local businesses in initiating and/or expanding their international activities. This role involves providing expert advice, developing export strategies, and facilitating connections with international markets. The specialist will work closely with businesses to identify opportunities, overcome challenges, and achieve export growth, providing in-depth support for businesses to facilitate their export journey.

This role is crucial in delivering support to individual business's diverse export needs, across primary and nascent growth clusters outlined in The West Midlands Plan for Growth, as part of a WMCA programme to foster sustainable export growth in our local area.

**Key responsibilities will include:**

**Export Consultancy:**

- Developing detailed tailored export strategies, roadmaps for improvement and sustainable growth, for local businesses.
- Baselining performance and developing activity proposals, assessing training needs, creating export plans, market entry strategies, pricing, and distribution channels.
- Providing comprehensive and intensive one-to-one support and account management
- Advising on regulatory requirements, trade agreements (and MOUs), and compliance issues.
- Identifying and facilitating engagement with potential international partners and distributors.
- Facilitating business matchmaking and networking opportunities.

- Guiding businesses in negotiating contracts and agreements with international partners.
- Identifying and engaging with prospective clients, (in line with target clusters) presenting tailored solutions to meet their export needs.
- Preparing and presenting detailed proposals to prospective clients, ensuring alignment with their requirements and expectations.
- Meeting target business assists as outlined by the programme requirements
- Working closely with wider Programmes team to create a 360 approach to programme delivery

#### **Relationship Management:**

- Establishing and nurturing strategic partnerships with key stakeholders, including suppliers, distributors, and industry associations.
- Developing and maintaining strong relationships with key clients, ensuring their needs are met and exceeded.
- Providing ongoing support and consultation to clients, addressing any issues or concerns promptly.
- Staying informed about market trends and industry developments to provide clients with relevant insights and recommendations.

#### **Reporting:**

- Preparing detailed reports on market research, export support activities, and programme outcomes.
- Maintaining accurate records of client interactions and programme progress, utilising appropriate channels and diagnostic documentation.
- Ensuring compliance with all reporting requirements and deadlines.

#### **KNOWLEDGE, SKILLS & EXPERIENCE:**

**Education:** Bachelor's degree in International Business or equivalent demonstrable experience. A professional certification in export management is a plus.

**Experience:** Minimum of 5 years of experience in export trade, international business development, or a related field. Proven track record of delivering and leading on successful export development projects. A background in comprehensive relationship management, meeting diverse business needs.

Desirable -Experience of working within a corporate membership organisation/Growth Hub. Experience of working with or in one or more of the following growth clusters: Aerospace; Manufacture of electric light vehicles; Health-tech/med-tech; Logistics/distribution;

Professional/financial services; Creative content production; Manufacture of future housing; Modern/low carbon utilities.

**Skills:**

- Ability to develop effective export strategies.
- Knowledge of international trade regulations and compliance.
- Excellent communication and interpersonal skills.
- Track record of relationship development or management
- Strong analytical and research skills.
- **Problem-Solver:** Ability to identify challenges and develop innovative solutions.
- **Detail-Oriented:** Strong attention to detail and accuracy in work.
- **Proactive:** Self-motivated and able to work independently.
- **Team Player:** Ability to collaborate effectively with colleagues, clients and partners.

**Find out more about the Chamber and apply at**

<https://www.greaterbirminghamchambers.com/about/careers.html>

**The closing date for applications is xxxxx**

Greater Birmingham Chambers of Commerce is an equal opportunity employer. We strive to ensure that opportunities to work and develop at Greater Birmingham Chambers of Commerce are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.