



North East England
Chamber of Commerce

Candidate Pack

Chief Executive Officer

Together we grow stronger

**Together we
grow stronger**



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Welcome

Thank you for showing interest in the exciting opportunity to become our next Chief Executive.

The North East England Chamber of Commerce has been at the heart of the North East's business community since it first met at the Guildhall in Newcastle in 1815. Since then, it has gone on to become the largest and most influential membership organisation representing the interests of over 2,300 members from Northumberland to Teesside. We proudly support our member's businesses, from sole traders to SMEs and right through to multi-nationals, helping them to expand their knowledge, networks, influence, and reach. Underpinning everything, we continue to champion the North East as an under-exploited asset and a great place to do business.

Throughout its long history, the Chamber has adapted to meet the needs of the day and never more so than in the unprecedented year we have just had. As a trusted partner, we were frequently the first port of call for advice for businesses left reeling from the combined impact of the aftermath of Brexit and the pandemic. We rose to the challenge, supporting members in every way from daily briefings on the latest Government measures, sourcing PPE for front line sectors, sharing experiences with international colleagues and campaigning for those businesses requiring additional or specific support. Thanks to our previous Chief Executive and the whole team, we are in a strong position both in membership terms and financially and are in great shape to move forwards under new leadership.

The Chief Executive of the Chamber is one of the most high-profile roles in the region and requires an exceptional candidate. You will be directly influencing business and political decision-making and helping to shape the North East of the future. You will work with the Chamber team to help ensure our campaigning work is aligned to members' needs and robustly advocated at all levels. To

do this you will be a key voice and face of the North East business community in the media, with other stakeholders and with Government.

Alongside this of course is the business of the Chamber itself. You will work with the Chief Operating Officer and the whole Chamber team to ensure the Chamber as an organisation is delivering to its members across all areas and is being run to the highest standards and in a sustainable way. As well as its direct membership activity, the Chamber also has a growing international trade business assisting members to access worldwide markets, as well as an established events delivery capability from smaller workshops and webinars to our flagship Annual Dinner attended by over 800 people in Durham Cathedral.

You will be working with a hugely supportive President and Chair, as well as an incredibly dedicated team of colleagues who manage, despite their hard work, to have some fun along the way. It is this sense of enjoyment in what they do which translates to their passion for supporting the membership.

This is an opportunity to make your mark and add to the proud 200-year history of the Chamber, its members, and the region. If this is for you then please speak to James Carss at NRG and I look forward to meeting you.

With very best wishes

John Marshall
Chair





The region's largest business membership organisation representing 3,000+ businesses.

North East England Chamber of Commerce is the region's largest business membership organisation representing 3,000+ businesses.

For over 200 years, the Chamber has been helping businesses grow their knowledge, influence and connectivity. We want to create a world where businesses in the North East of England thrive as a collective force.

We are an independent body owned by our members and we work with businesses of all sizes and sectors from SMEs to multi-nationals to ensure they get access to the best possible support.

We pride ourselves on giving expert knowledge and advice on important issues affecting businesses. Our extensive network, increasing events programme and ever-growing online community provides the perfect platform for our members to succeed.

Our team of policy and research specialists ensure your voice is heard at local, regional and national levels. We drive campaigns on infrastructure, trade, skills and competitiveness to support the prosperity of businesses and drive change in the North East. We are one of 52 accredited Chambers of Commerce across the UK. Being part of the British Chambers network means we have regular, direct access to the highest levels of Government.

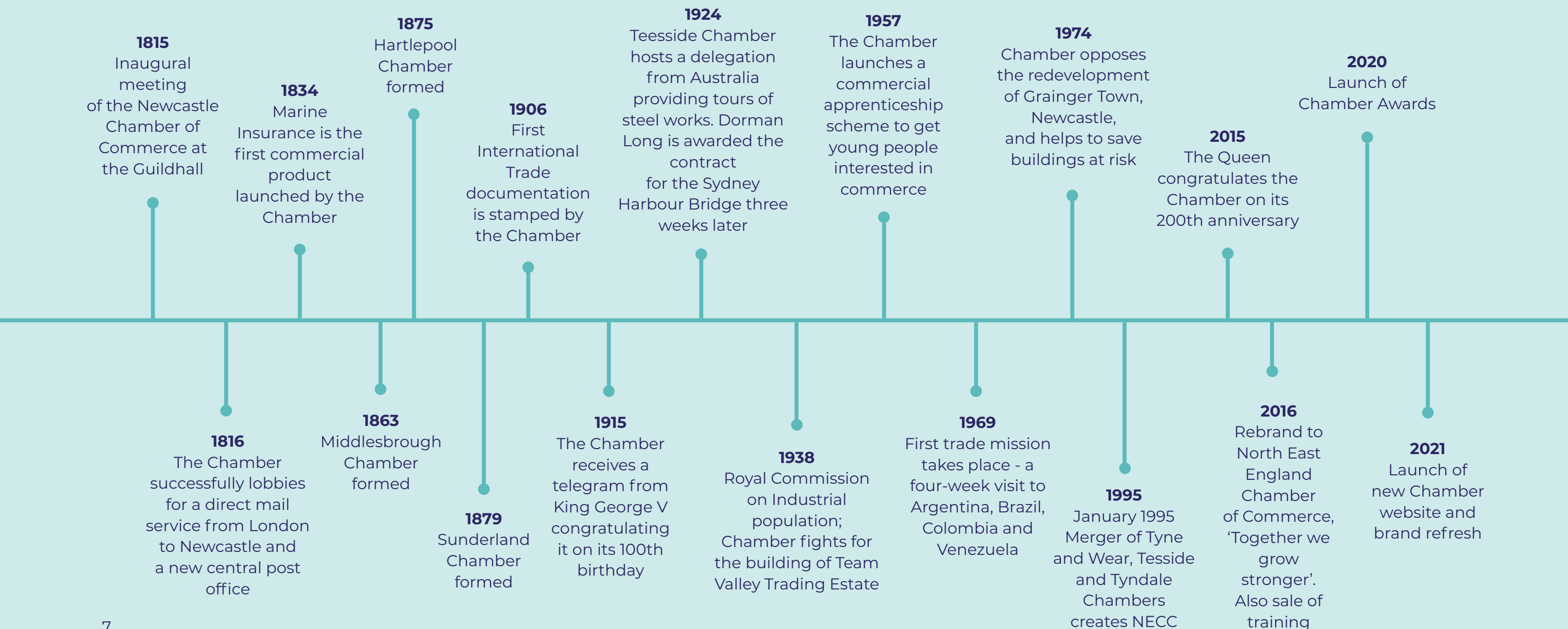
Together we grow stronger.

Our story

For over 200 years, the Chamber has been helping businesses grow their network, knowledge and influence.

The foundations of the Chamber were created in 1815 by a group of business leaders. It all started with one common goal of working together to better our region.

This timeline charts the past 200 years of key moments and achievements in North East history and the pivotal role played by the Chamber.





Our mission

To empower North East businesses to prosper worldwide – a powerful voice leading positive change, an influential network fostering collaboration and best practice, and provider of business support.

Our purpose

To be the most influential, authoritative, collective voice of the North East businesses.

To provide dynamic platforms for North East businesses to connect and engage locally, nationally, and internationally.

To be the go-to organisation for international trade support and expertise.

To lead the conversation about the biggest challenges facing our region and its businesses.

To equip businesses with the most up to date knowledge and resources to enable them to be the best they can be.

To be innovative, fit for the future, inclusive and lead by example.

Our board

John Marshall (Chairman)
Lesley Moody MBE (President)
Tara Stonehouse (Chair of Audit Committee)
Gill Courtney MBE (Vice President)
Andrew Haigh (Vice President)
John McCabe (Immediate Past President)
Richard Swart (Co-opted Member)
Emma Gaudern (County Durham Member)
Deborah Walton (Tyne and Wear Member)
Chris Blaxall (Co-opted Member)
James Ramsbotham CBE (incumbent Chief Executive)
David Langley (Chief Operating Officer)
Julie Underwood (International Trade Director)



Our structure





Job Description

Job Title: Chief Executive

Reports to: Chairman and the Board

Overall Purpose

- Take responsibility for the strategic direction of the Chamber.
- Stakeholder engagement across the North East region.
- Represent the North East business community nationally through engagement with British Chambers of Commerce, and directly with government.
- Key figure within the North East business community, representing Chamber members via local and national press ensuring the North East has a voice.
- Line management of Chief Operating Officer, Executive Director of International Trade, Membership Director, Policy Director and Executive Assistant.

Key Tasks and Responsibilities

- Broad and regular engagement with member businesses and their senior leaders.
- Work collaboratively with the executive and management teams and make a high-quality contribution to the overall leadership, management, and strategic planning process of the organisation.
- Member of the Chamber Board and Council.
- Deliver sound advice and guidance to the Board on matters within the scope of the post. Preparation of papers and attendance /contribution at Board and meetings as required.
- Develop and maintain effective relationships with key partners, other organisations and stakeholders associated with the role.
- To ensure implementation of corporate plan / strategy and agreed strategic direction of the Chamber.

Qualifications, Experience and Expertise

Essential

- Graduate (or equivalent) and with at least 10 years post qualification experience.
- Strategic business development at board level.
- Proven track record of enhancing and developing the performance and culture of an organisation.
- Experience of initiating and managing change and overseeing the implementation of strategic plans through to positive operational outcomes.

Desirable

- Multi-functional management experience.
- Experience of operating in a business to business or professional services sector.
- Knowledge and understanding of the methods of managing existing and developing new sources of income and funding.

Key Skills and Attributes

- Understanding of the North East economy and business community
- Be politically astute and have a general interest in policy and current affairs, with an ability to contribute to the debate on a wide range of issues.
- Have hands on experience in a business environment and understand the issues facing businesses of all sizes and sectors.
- Inspirational leadership qualities. Effective people motivation and management skills.
- Strategic perspective and vision.
- High level communication and interpersonal skills.
- Confident and engaging public speaker.
- Skilled media operator, comfortable working with regional and national print and broadcast media, including live interviews.
- Good entrepreneurial and negotiating skills. Commercially aware with an ability to innovate.
- Ability to work easily and flexibly as a member of the executive team.
- Commitment to personal responsibility and corporate obligation. Integrity.
- An ability to represent the Chamber externally and take on an ambassadorial role for the organisation, its members, and the North East more widely.

How to Apply

The appointment of The Chamber's new Chief Executive Officer is being handled on a retained basis by James Carss, Head of Executive Search and Selection at NRG.

Interviews are likely to be held on either the 3rd or 5th August. Please indicate if you are going to be unable to be available on those dates.

This is a full-time role and the successful candidate may need to relinquish current commitments before taking up the appointment.

Please apply by forwarding a copy of your CV together with covering letter outlining your suitability for the position to JamesCarss@nrgplc.com or via NRG's website www.nrgplc.com

The closing date for applications is Friday 23rd July 2021.



North East England
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