

Job Title:	Chief Executive / Director
Accountable To:	Board of Directors
Location:	Commerce House, Festival Park, ST1 5BE

Our Vision:

All employees of the Chamber are expected to contribute to our vision:

‘Staffordshire Chambers believes that we can help all the people of Staffordshire be more prosperous and have more opportunities, by helping business to belong to the Chamber and do things BETTER’.

Our Values:

Our vision is supported by a set of core values which define the standards and behaviours which are expected of all employees. We are:

Bold We try new things We are passionate about making a difference We always put our members first	Team Focused We are an outstanding team We are focused on achieving our vision We respect and support each other
Excellent We achieve the highest standards We seek to improve continuously We are committed to equality of opportunity	Ethical We represent our members professionally We make a positive contribution to the community We act with integrity
Trusted We communicate well We are consistent in our approach We put colleagues and customers first	Responsive We are open to change We respond positively to customer feedback We maximise opportunities

Job Purpose

The Chief Executive will deliver the Board’s strategy and ensure the Chambers is financially strong with initiatives that are publicly funded and commercial.

The strategy is to develop and manage an award winning, Chamber of Commerce to which businesses want to belong because it represents the business voice, leads by example, is ambitious for change, is passionate about the area and the role of business as a force for good.

Principal Accountabilities

Strategic Direction and Leadership

- Deliver a clear strategy within Staffordshire Chambers of Commerce, ensuring robust business plans are in place, that are creative, bold and dynamic.
- Secure and develop the growth of Staffordshire Chambers of Commerce as a membership organisation.
- Constantly alert to new business opportunities and sources of income for the Chambers and bringing suitable projects to The Board for consideration.
- Responsible for directing and implementing the Chambers programme of work and activity as agreed with the Board and the Council.
- Be a role model to staff and other businesses by ensuring that all relevant policies, procedures and working practices are adhered to at all times. Staffordshire Chambers is a corporate organisation with an effective, agile infrastructure to ensure the highest level of best practice.
- Ensure that an appropriate and effective Senior Management Team is employed by the Chambers and will be responsible for their personal performance and development. The Chief Executive will also have the ultimate responsibility for the employment, development of all Chambers staff, and ensuring that they are effectively deployed to achieve the Chambers objectives.
- Play an active role within the British Chamber of Commerce (BCC) and its network of accredited Chambers.
- Positively contribute to the Chamber's team working environment, taking ownership of issues and supporting colleagues where appropriate

Finance

- Lead and manage bidding for funding opportunities and contracts, and in line with the Chambers strategy and purpose.
- Manages financial, risk and performance results and accurately reports to the Audit and Governance Committee and Board, working with senior staff to ensure that variances are dealt with and opportunities explained.
- Ensuring that Staffordshire Chambers of Commerce complies with all legal requirements and those of the accrediting bodies and the BCC.
- Be responsible for ensuring the effective use and maintenance of the Chamber's assets, including its premises.
- Ensure Staffordshire Chambers of Commerce maintains and improves its quality standards BCC accreditation: and NQA ISO 9001:2015, NQA ISO 14001:2015, and successive standards.

Policy and Representation

- Manage the Policy Officer to ensure the smooth running of the Chambers policy forums and that all policy discussions are relayed to the Chambers Council, as the representative and policy-making body in Chambers governance.
- Develop appropriate committees, working parties and consultation structures so that policy issues can be properly developed and promoted, especially in developing contracts which rely on this.
- To provide policy advice to the Chambers Officers, Board members and Council as requested, and ensure that the Chambers has respect and influence locally, nationally and internationally.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Ability to work confidently in a hybrid private/public sector environment Excellent financial acumen with hands-on experience of budgeting, forecasting and P&L management Exceptional written and verbal communication skills, including clear and compelling public speaking Strong business and commercial acumen, with the ability to identify and develop viable opportunities Highly developed interpersonal skills with the ability to build relationships at all levels, from start-up business owners to senior politicians and MPs 	<ul style="list-style-type: none"> Proven ability to lead teams in successfully securing funding, grants and contracted income Strong skills in compliance and understanding of legal and financial issues facing membership organisations
Experience	<ul style="list-style-type: none"> Successful leadership experience in public/private sector partnerships Proven track record of developing and implementing clear, forward-thinking business plans Demonstrable experience of designing and delivering organisational change programmes and change management Strong experience of working with and reporting to Boards or equivalent governance structures 	<ul style="list-style-type: none"> Media experience, including acting as spokesperson and representing an organisation externally Experience of operating effectively across complex political and economic environments Understanding of international trade, with experience of supporting businesses in trading internationally (strategy and/or technical issues) Educated to degree level or able to demonstrate equivalent professional experience (typically 10+ years), including at least 5 years in a senior leadership or executive role
Attitude	<ul style="list-style-type: none"> Forward-thinking and proactive, willing to trial new approaches to improve outcomes Purpose-driven and ambitious for the area, its businesses and the wider community A trusted leader and colleague, open, honest An inspirational presence, able to motivate and influence staff, members and wider stakeholders Able to act with integrity at all times when balancing competing interests and priorities 	<ul style="list-style-type: none"> Calm, resilient and solutions-focused when facing pressure, ambiguity or challenge
Results	<ul style="list-style-type: none"> Clear track record of delivering measurable organisational outcomes (e.g. membership growth, income generation, impact for businesses) Experience of meeting or exceeding financial and non-financial targets, KPIs and service standards Proven ability to turn strategy into delivery, ensuring projects are completed on time and within budget 	<ul style="list-style-type: none"> Demonstrated success in securing public and commercial funding, contracts and sponsorships Evidence of driving performance improvement across teams and services
Cognitive Ability	<ul style="list-style-type: none"> Strong strategic thinker, able to interpret the wider economic, political and policy landscape and position the Chambers accordingly Able to analyse complex information, financial data and evidence to inform decisions Quick to understand new concepts, programmes and policy developments and their implications for members Sound judgement, with the ability to weigh risk, benefit and stakeholder impact in decision-making 	<ul style="list-style-type: none"> Capable of balancing long-term vision with short-term operational realities
Habits	<ul style="list-style-type: none"> Highly organised and disciplined, with strong planning, prioritisation and follow-through Role-models professional standards, including confidentiality, transparency and accountability Promotes a positive, collaborative culture, addressing issues early and constructively Regularly seeks feedback and pursues continuous improvement for self, team and organisation Habitually builds and maintains strong networks and partnerships across business and public sectors 	

Additional Information:

35 hours hybrid working (3 days minimum in the office), Monday to Friday, with additional out of hours required at times e.g. attending regional events as the representative of the Chambers.

How to Apply:

The closing date for applications is **Friday, 23rd January 2026**.

To submit your application, please email a copy of your CV to jobs@logicresourcing.com

For more information, call the Logic Resourcing office on **01782 489784**.