

BRITISH CHAMBERS OF COMMERCE

JOB VACANCY Membership Executive



**WHERE
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Chambers of
Commerce



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ABOUT THE BCC

WE ARE THE HEART OF A DYNAMIC NETWORK SHAPING THE FUTURE OF BUSINESS

Our organisation unites 51 accredited UK Chambers and operates in over 75 international markets. Within our Network, businesses have the opportunity to grow, thrive, and empower their communities.

With roots in the UK and with international influence, our powerful Network amplifies its members' voices, giving companies the opportunity to drive change both in their communities and on the global stage.

Built on over 160 years of history, the Chamber of Commerce Network is passionately committed to giving companies a place to be inspired, the support to grow, and a space where every business belongs. We are Where Business Belongs.

Local Roots

Businesses are the backbone of our nation, so we're proud to celebrate and amplify their impact on local communities. Our UK Network represents over 50,000 businesses which employ six million people across every region of the UK.

Our Chambers use their trusted experience and knowledge to unite businesses, unlock their potential, and in turn, help their communities to thrive. We invite you to join a powerful collective of businesses to connect, grow, and be empowered to make a difference. With the BCC, you're in good company.



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ABOUT THE BCC CONT...

National Influence

People are stronger together, and so are businesses. As a great uniter of businesses, the BCC helps firms of all sizes to achieve more than they could alone. British businesses count on us to help them build relationships at every level and in every region – a scale unmatched by any other organisation.

Dependable pillars of business, our Network exists to support and connect companies. By building meaningful relationships, sharing best practice, fostering new opportunities, and providing practical support, we help member businesses to trade locally, nationally, and globally.

We listen to the priorities and concerns of our members, draw on our extensive knowledge and expertise to support them, and catalyse true regional and national growth.

Accredited Chambers of Commerce are respected advocates for the business communities they represent, ensuring their priorities and concerns are heard in the corridors of power. Policymakers and parliamentarians frequently seek our opinions, recognising our expertise in shaping the business agenda for over 160 years.

Together, we can be architects of a thriving economic landscape.

Global Reach

From the smallest local business to the largest overseas company, the BCC has undeniable influence. Harnessing the power of our extensive international network, we play a pivotal role in driving global trade.

The 19,000 companies we represent overseas encompass 18 million employees. These companies – spread throughout every continent – directly link back to us. Through the BCC's efforts, our small island is the beating heart of an international business network.



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BENEFITS AND PERKS

Here at the British Chambers of Commerce, we pride ourselves on creating a happy working culture. This includes offering personal and work-place benefits to help you have a great work-life balance; taking care of your health and wellbeing as well as supporting you manage life's logistics and making the office a great place to be!

Benefits:

- Life Assurance
- Cycle to work
- Company mobile
- Holiday reward
- Pension scheme
- Medical cashback scheme
- Agile working
- AA Membership
- Private medical insurance
- Recruitment referral bonus scheme
- Social initiatives
- Internal Spotify Account
- Season ticket loan
- Charity fundraising
- Snack cupboard
- Gifted day off for your birthday
- 25 days holiday entitlement, increasing by 1 day each year up to a maximum of 27 days plus 8 statutory bank holidays

BENEFIT

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ROLE OVERVIEW

Title: Membership Executive

Directorate: Membership

Reporting to: Head of Membership Development

Hours of work: Monday to Friday, 35 hours per week, full-time

Location: BCC office in St James's Park, London, with an option to work from home up to 2 days a week.

Salary: BCC Salary Band 1

Website: www.britishchambers.org.uk

As Membership Executive, you will help deliver an exceptional member experience by supporting our account management, events, communications, and engagement activities across the UK and international Chamber network.

You'll be joining a vibrant and ambitious team. Over the last three years, the Membership Directorate has evolved into a dedicated function that champions excellence, strengthens relationships, and unlocks commercial opportunities across the Chamber ecosystem. Now in its fourth year, the directorate is focused on delivery, impact, and embedding legacy. Your role will directly support initiatives within our Centre of Excellence, Member Partnerships, and Chamber Advocacy workstreams – from running flagship events and digital campaigns to driving strategic projects.

This is a fantastic opportunity for a confident and collaborative individual to grow within a high performing team at a pivotal time.

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DUTIES AND RESPONSIBILITIES

Key Responsibilities

Events & Campaigns Delivery

- Deliver a compelling calendar of member-focused events and convenings that strengthen relationships, showcase best practice, and advance BCC's strategic objectives.
- Shared responsibility for the logistical delivery of the annual high-impact events programme for members including:
 - o President's Lunch – a forum for senior leader dialogue
 - o Global Leaders Forum – a flagship gathering of UK and international Chambers
 - o Centre of Excellence Gala Dinner – celebrating excellence and success across the network
 - o Meet the Network – market-focused convening to promote global collaboration
- Coordinate logistics, brief speakers and senior attendees, manage guest lists, liaise with venues, and produce post-event debriefs.
- Take logistical responsibility for the BCC's training academy.
- Lead the delivery of BCC's member convening programme (in-person and virtual) to:
 - o Share ideas and examples of best practice
 - o Provide structured input into BCC strategic initiatives
 - o Contribute to network development priorities and campaigns
 - o Receive timely updates from BCC on policy, programmes, and opportunities
- Collaborate across teams to align event content with member needs and BCC priorities, ensuring sessions are well-facilitated, insight-driven, and inclusive.

Chamber Awards Programme

- Project manage annual awards programme.
- Manage application, judging, communications, and the awards dinner.
- Secure sponsorship in partnership with the commercial team.

Member Engagement & Account Support

- Support the structured management of strategic UK and international Chamber relationships.
- Coordinate logistics for account management visits and meetings.
- Shared responsibility for the preparation of briefing packs, management of CRM records, and serve as a first point of contact for member queries. For the management of the membership inbox and maintenance of the Membership folder in SharePoint.
- Track engagement actions and support relationship development.

Communications & Content

- Lead the development and monthly delivery of the Membership Newsletter, coordinating input from across teams.
- Shared responsibility for maintaining and updating the annual Membership Handbook.
- Work closely with the membership communications team to ensure professional, chamber-relevant communications that reflect BCC's trade body role.
- Maintain and update membership-related content across the BCC website, ensuring accuracy and relevance.

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Key Responsibilities

Membership Value & Growth

- Support the rollout of Chamber Impact Statements and the development of an engagement scoring system.
- Shared responsibility for the rollout of Chamber Impact Statements and the development of an engagement scoring system.
- Assist in recruitment and retention across UK and international members including administration of membership applications and delivery of the membership recruitment strategy.
- Shared responsibility for the support the delivery and administration of the BCC's Member Partnerships portfolio.

Benchmark and Accreditation

- Support the delivery and reporting of the annual benchmark programme.
- Support the delivery of the BCC accreditation programme, including managing reaccreditation documentation and issuing accreditation certificates.

Digital Tools & Platform Support

- Shared responsibility for the role as the point of contact for Global Chamber Link, managing content, technical support, and engagement.
- Promote use of Teams, WhatsApp, and SharePoint for knowledge-sharing across the network.

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PERSON SPECIFICATION

Essential

- Strong organisational skills, with proven ability to manage multiple projects and meet deadlines.
- Excellent communication skills, both written and verbal, with a professional and confident tone.
- Experience in event coordination, with attention to logistics, stakeholder engagement, and evaluation.
- Collaborative mindset, comfortable working across teams and engaging with external stakeholders.
- Tech-savvy, confident using CRM systems, digital communication tools, AI and platforms like Microsoft Teams or SharePoint.
- Proactive and resourceful, with the ability to take ownership of tasks and identify improvements.

Desired

- Experience in a membership-based organisation, not-for-profit, or trade body environment.
- Familiarity with international business or networks.
- Experience producing newsletters or digital content with marketing/comms teams.
- Understanding of data insights, benchmarking, or member value frameworks.
- Experience working with diverse stakeholders including senior executives or government contacts.

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NEXT STEPS

If this role sounds of interest to you, please apply on the Careers section of the main BCC website, with your CV and a cover letter, no longer than 750 words, explaining your suitability for the role and motivation to work at the BCC.

Closing date for applications: Friday 13th February.

We look forward to reviewing your application!

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