

BRITISH CHAMBERS OF COMMERCE

JOB VACANCY

Partnership Delivery Co-ordinator (Maternity Cover)



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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

BENEFITS

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ROLE OVERVIEW

Title: Partnership Delivery Co-ordinator (Maternity Cover)
Maternity Leave Cover: 1 October 2026 – 30 September 2027

Department: Commercial

Reporting to: Partnership Delivery Manager

Salary: £30,000- £34,600 per annum, (depending on skills and experience).

Hours of work: Monday to Friday, 35 hours per week, full-time. Flexibility depending on partnership delivery.

Location: Remote working and London, St James Park with at least 3 days in the office per week or event delivery dependent.

Website: www.britishchambers.org.uk

The British Chambers of Commerce is funded by a mixture of affiliation fees from UK Chambers of Commerce, and income generated by the BCC Partnerships Team. Partnership income is an increasing proportion of the revenue mix.

Partnership income includes revenue from corporate organisations who partner with us on policy campaigns, national events/programmes, research, publications and promotional campaigns amongst other activities. This role has been created to provide support to the Partnership Delivery and the Business Council Managers, ensuring the effective execution and successful delivery of these key commercial partnerships.

The BCC operates as a small team in a matrix structure and the Partnership Delivery Executive will have to work with key individuals across the organisation particularly in our policy, international trade, research and marketing teams for the planning and production of commercial marketing materials that support our national and local events and partnership delivery.

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DUTIES & RESPONSIBILITIES

- Co-ordinate the implementation and logistics for BCC events, e.g., the BCC's Global Annual Conference, Driving International Trade Conference, AI Summit, partner events and other ad hoc events, together with the Partnership Delivery Manager
- Support the Partnership Delivery Manager on the delivery of programmes held in conjunction with the BCC's commercial partners and Chambers of Commerce across the UK
- Working with the BCC Communications team, assist with the planning and production of commercial marketing materials and communications relating to partnership
- Assist with stakeholder management, ensuring effective communication and collaboration. Assist with project plans, timeline tracking, status reporting to support successful delivery
- Prepare toolkits, briefing documents and dissemination of information required for the successful delivery of partnerships
- Collation of content and information required for social media, press or PR activity and marketing materials for sign-off and approval
- Support online registration systems and apps, management of correspondence, diary, and meeting management
- Maintain and update the CRM records and databases and timely follow-up with stakeholders via emails and telephone calls
- Setting up of virtual meetings, liaison with venues, catering, and other event logistics service providers
- Support the preparation of delegate materials and registrations for the BCC's flagship events and programmes, with the wider team
- Provide general administrative and operational support to the Partnership Delivery team, contributing to the successful delivery of departmental objectives

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PERSON SPECIFICATION

The BCC is seeking someone who would like to develop their career in events and partnership management.

Key attributes include:

- Experience of working within an events team or project management
- Process driven with attention to detail
- Good administration skills, pro-active and professional
- Computer literate with digital ability and flexibility to learn new packages and applications, including the use of AI
- Confidence to develop and maintain relationships with stakeholders, members, delegates, and service providers
- Numerical ability for financial administration
- Keen learner and good work ethic
- Team player and willing to learn from peers and colleagues
- Ability to multi-task and work to deadlines
- Good time management and communication skills.

Computer literacy skills:

- Microsoft proficiency: Outlook, Word, Excel
- Experience with CRM and Registration platforms (Cvent) is desirable



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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 explaining your suitability for the role and motivation to work at the BCC. Please include your notice period, if applicable, in your application.

Application deadline: Rolling

We look forward to reviewing your application!

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NEXT STEPS

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Closing date for applications: **Thursday 24 April 2025**

We look forward to reviewing your application!

Stage	
Opening Date	Friday 5 July
Closing Date	Tuesday 23 July
Interviews Round 1	W/C 29 July
Interviews Round 2	W/C 19 August