

OFFICE & EVENTS EXECUTIVE

Full/Part Time, Flexible hours
Some early mornings and evening required



About the role

We are seeking a highly organised and dynamic person to join our team. This is a varied and rewarding role, and you will play a crucial part in promoting and delivering initiatives, engaging with our members and running the Chamber. You will be responsible for managing various communication channels, building our community, delivering events and ensuring we function efficiently. The ideal person will be commercially aware, have excellent interpersonal skills, the ability to multitask and work independently in a dynamic environment.

Chamber events are a key part of our offering, and this role is crucial in ensuring they are delivered smoothly, professionally and with a strong member experience in mind.

About the Chamber of Commerce

As Guernsey's leading business association supporting local business, charities, not for profits and individuals, we have over 500 members representing, 10,000 employees, representing the full spectrum of Guernsey's vibrant and diverse community.

Our purpose is to serve as the authoritative voice of Guernsey enterprise. Providing insights, support, and collective advocacy that turns ambition into action and strengthens our economy.



**CHAMBER IS A
VALUABLE RESOURCE
PARTICULARLY FOR
NETWORKING**

Why work for the Chamber of Commerce?

The Chamber of Commerce play a pivotal role in nurturing and promoting business growth, facilitating meaningful connections, and strengthening our community. If you have a passion for people and communications, and supporting local businesses, please apply for this role.

This is a varied and impactful role at the heart of Guernsey's business community. Its a a supportive team environment with scope to make the role your own, and flexibility to fit in with your life.

Community Impact: We play a vital role in supporting and promoting local businesses and economic development. By working at Chamber, you have the opportunity to make a positive impact on your community and contribute to making Guernsey a great place to live and work.

Networking and Relationship Building: We are known for our extensive networks of businesses, professionals, and community leaders. As an employee, you'll connect with a diverse range of individuals, build relationships, and expand your professional network.

Business Support and Development: We provide valuable resources and support services to businesses, such as training events and workshops, industry working groups and access to business development resources. Working at Chamber allows you to assist local businesses in their growth and success.

Advocacy and Public Policy: We advocate for the interests of businesses in the community, influencing public policy and legislation that can affect the local business environment. If you're passionate about shaping policies and advocating for business-friendly initiatives, working at Chamber will provide you with a platform to make a difference.

Professional Growth and Learning: We offer a dynamic work environment where you can continuously learn and grow professionally. You'll gain exposure to various industries, business practices, and community issues, enhancing your skills and knowledge in a multitude of areas.

Responsibilities

Communications:

- Create engaging content for various channels, including website, e-newsletters and social media platforms.
- Ensure consistent and effective messaging that aligns with the chamber's mission and objectives.
- Ensure consistent brand representation across all communication channels and materials.

Events:

- Lead and coordinate a diverse calendar of Chamber events from concept to completion.
- Plan logistics, budgets, venues, catering, tech, guest communications, and on-the-day delivery.
- Promote events via email newsletters, social media, and the Chamber website.
- Coordinate with speakers, suppliers, sponsors and venues to ensure seamless execution.
- Develop and maintain relationships with vendors, venues and stakeholders.
- Ensure compliance with health and safety, legal and insurance requirements.
- Provide on-site support for all events. Approximately 10 early morning (7:30am) and 4 evening events over the year.

Office:

- Oversee daily office operations including supplies, fire safety checks and general administration.
- Act as the first point of contact for members and visitors
- Manage shared inboxes
- Support the Director with diary coordination, project assistance and general duties.
- Handle incoming and outgoing invoices.
- Support for Board and Industry forums

Our Vision:

A united and powerful Chamber community, championing a stronger and more inclusive economy where every business thrives.

About You:

- Strong communication skills – both verbal and written.
- Commercial acumen and confidence dealing with suppliers and members.
- Highly organised with great time management and attention to detail.
- Tech savvy
- Comfortable with autonomous working and managing multiple workstreams.
- Professional, approachable, and adaptable to changing priorities.
- Calm under pressure, solutions-oriented, and able to troubleshoot on the fly.
- Familiarity with simple graphic design software such as Canva

The important stuff:

We're open to applicants seeking either full-time or part-time hours and welcome interest from individuals with a range of experience levels. The role is flexible, and we're happy to shape the package around the right person.

Due to the nature of the work, occasional early starts (approx 10 times a year 7:30am) and evening event attendance (approx 4 times per year) will be required.

Our standard annual leave entitlement is 25 days for full-time roles. The office is also closed between Christmas and New Year as an additional benefit.

Ready to apply?

If you're interested in joining us, please send your CV to alice@guernseychamber.com

If you'd like to find out more or have an informal chat about the role, feel free to contact Alice Gill, Executive Director, by email or on 07781 192323 – we'd love to hear from you.

Closing date: Friday 8th August

