

ENGAGEMENT AND COMMUNICATIONS MANAGER

Part Time, Flexible hours



Job Overview

We are seeking a highly motivated and dynamic person to join our Chamber of Commerce. In this position, you will play a crucial role in promoting our chamber's initiatives, engaging with our members, and effectively communicating our mission to the community. You will be responsible for managing various communication channels, building our community, implementing engagement strategies, supporting events, and building strong relationships with our stakeholders.

About the Chamber of Commerce

Founded in 1808, the Chamber of Commerce has over 200 years history of supporting industry to thrive.

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

Our purpose is to enable a business community that is innovative, inclusive and competitive by serving as an influential voice and power that stands for the wellbeing of the local business environment. This includes helping to promote local businesses and deliver growth.



Why work for the Chamber of Commerce?

Join our Chamber of Commerce and play a pivotal role in promoting business growth, facilitating meaningful connections, and strengthening our community. If you have a passion for engagement, communications, and supporting local businesses, we invite you to apply for this role.

Community Impact: We play a vital role in supporting and promoting local businesses and economic development. By working at a chamber, you have the opportunity to make a positive impact on your community and contribute to its growth.

Networking and Relationship Building: We are known for our extensive networks of businesses, professionals, and community leaders. As an employee, you'll have the chance to 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: We represent the interests of businesses in their 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 areas like marketing, networking, event planning, business strategy, and more.

Events: We organise events, workshops, seminars, and programs aimed at fostering business development, entrepreneurship, and economic growth. Working at Chamber will give you the chance to contribute to planning and executing these initiatives, providing valuable resources to local businesses.

Responsibilities

Communications:

- Develop and execute comprehensive communication plans and campaigns to enhance the chamber's visibility, promote its initiatives, increase membership and participation from a broad business audience
- Create engaging content for various channels, including website, e-newsletters, social media platforms, and press releases.
- Ensure consistent and effective messaging that aligns with the chamber's mission and objectives.
- Ensure consistent brand representation across all communication channels and materials.
- Deliver the chamber's marketing efforts, including collateral creation, advertising campaigns, and promotional materials.
- Manage social media platforms

External Stakeholder Relations:

- Cultivate relationships with local businesses, government, community organisations, and media outlets.
- Collaborate with stakeholders to identify partnership opportunities, sponsorships, and collaborative projects.
- Represent the chamber at external events.

Member Engagement:

- Build strong relationships with chamber members and understand their needs and expectations.
 - Develop and implement strategies to increase member engagement and satisfaction.
 - Develop and implement plans to grow the membership base
 - Support member-focused events, workshops, and networking sessions to foster business connections and provide value-added services.
 - Serve as a point of contact for member inquiries, providing exceptional customer service and support.
 - Ensure the membership package and service meets the needs of members
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About You:

- Highly organised with great time management skills
- Comfortable managing multiple workstreams
- Experience in communications, marketing or public relations role
- Strong relationship-building and networking abilities, with a customer-service mindset
- Proficiency in social media platforms, content management systems, and email marketing tools.
- Familiarity with graphic design software such as Canva
- Knowledge of local business community, government and economic development is a plus.

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 working pattern 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, working hours, salary etc, feel free to contact Alice Gill, Executive Director, by email or on 07781 192323 – we'd love to hear from you.

**Closing date: Friday 6th March
(interviews pencilled in for Monday 16th March)**

