



VACANCY

CHIEF EXECUTIVE OFFICER

JOB PURPOSE

To deliver on the strategic vision of the Limerick Chamber and to develop the Limerick Chamber to be the leading advocate, lobbyist and support for business in the region and to rival the best nationally and internationally.



Reports To: The Board of Directors

Direct reports: Total Staff 8 (5 FTE's and 3 PT)

- Accounts Executive (PT)
- Certificates of Origin Administrator (FT)
- Director of Policy (FT)
- Marketing and Events Manager (FT)
- Membership Executive (PT)
- PA/ Office Administrator (FT)
- Skillnet Administrator (PT)
- Skillnet Manager (FT)

The Organisation Background

Limerick Chamber is one of the five oldest Chambers of Commerce in Ireland and the UK. They are the leading Chamber in the mid-west region representing over 400 member companies who span industry, trade, commerce, tourism and the professional services.

Limerick Chamber is affiliated to Chambers Ireland which links them to a network of some 60 chambers with 13,000 members around the country.

Principal Responsibilities

- Develop, plan and execute the strategic vision of Limerick Chamber, in alignment with the Board's strategic vision.
- Identify and establish key performance and key risk indicators for the Chamber. Develop metrics for each indicator and deliver periodic reporting to the Board.
- Manage the Chamber's operations in compliance with its code of governance, policies and best practices.
- Act as the primary spokesperson for the Chamber.
- Advocate for the Chamber Member's interests in interactions with key stakeholders, including local and national government representatives, state and EU entities, regulatory bodies, and private organisations.
- Optimising existing sources of funding and providing leadership and innovation to develop a sustainable, long term financial plan.
- Expand and develop membership services and grow the member base.
- Assume comprehensive responsibility for all business functions, including:
 - o Strategic Planning
 - o Event and Marketing Management
 - o Financial Oversight and Control
 - o Talent Management and Organisational Development
 - o Public Relations and Communications
- Supervision of key Chamber projects and initiatives.

Key Capabilities Required (experience, skills and competencies)

Essential

- Minimum Degree level qualification.
- Senior management experience in a relevant business.
- Strong people and change management experience.
- Excellent communications presentation and media/PR skills.
- A proven leader with excellent strategic abilities.
- General Management experience covering, finance, HR, sales, marketing PR, IT, facilities, regulatory compliance.
- Strong numerical and reporting skills.
- A proven track record of achievement and innovation, particularly in a business development mode.
- Proven track record in networking and building strong relationships with a diverse group of stakeholders.

Desirable

- Experience of working for a representative body including dealing with a board.
- Previous experience of working within both the public and private sector.
- Good knowledge of the business economics locally, nationally and internationally.
- Good appreciation of the use of up to date technology to optimise efficiencies in promoting the Chamber and communicating with a broad range of stakeholders both internally and externally.

Personality traits

- Highly motivated and energetic
- Organised with good attention to detail
- Decisive
- Flexible in terms of working hours and travel
- Strong self-belief to deal with difficult situations and criticism
- Excellent relationship building skills with a positive outlook