

Job Description

Job title	Member Communications Executive
Reports to	CEO

Job purpose

The Londonderry Chamber of Commerce is looking for a proactive, well-organised, and enthusiastic Member Communications Executive to join our dynamic team. In this role, you will support the Chamber's communications activity, helping to drive member engagement and promote our work to a wider audience.

You will be responsible for developing engaging content, supporting PR activity, coordinating photography at key events, and producing media and social media analysis reports. You'll also play an important role in planning and delivering member communications, assist with Chamber committee meetings, liaising with Chamber's communications team and support the organisation of events.

A key part of your role will be to build and maintain strong relationships with members, stakeholders, and the media, while also assisting in the delivery of the Board's policy and advocacy work.

This is an exciting opportunity for someone who is passionate about making connections, sharing stories, and contributing to the growth of the local business community.

Main Duties and responsibilities

Membership Communications

- Create and coordinate content and develop a plan for the distribution of membership communications relating to Chamber's advocacy and influencing work, including newsletters, press releases, and social media updates.
- Liaise with the communications team to maximise press opportunities and amplify coverage of Chamber activity where appropriate
- Compile and create media and social media coverage reports
- Organise photography for Chamber meetings and events as required and ensure high-quality images for print and digital use.
- Coordinate the creation of promotional materials and digital content working with the Member Relations & Business Development and Events & Marketing Executives

Committee Engagement

- Coordinate Chamber Board sub committee meetings, ensuring timely communication and meeting organisation including preparing and distributing agendas, minutes, and follow-up actions for meetings.
- Maintain strong relationships with stakeholders and business networks.

Event Support & Administration

- Assist in planning and delivery of Chamber events, including networking events, conferences, and policy briefings.
- Support the Events & Marketing Executive with coordination of event logistics and on-site.
- Work with Events and Marketing Executive on promotional activities for events through digital and traditional media channels.

Any other reasonable duties as required.

Salary range: £24-£26,000pa

Closing date: 12pm Friday 16th May

Apply by sending your CV to **info@consulthr.co.uk** with subject line 're Derry Chamber Member Comms'

