

Job Guidelines

Job Title	Events & Marketing Executive	Reporting to	Events & Marketing Manager
Date Reviewed	August 2025	Reporting to you	N/A

Job Role:

The role is full time and office based at our Bridge of Don HQ.

Person specification:

As Events and Marketing Executive, you'll play a central role in delivering high-quality events and marketing campaigns that support member engagement, brand visibility and regional economic growth. This is a hands-on role requiring creativity, excellent organisational skills, and an understanding of marketing practices.

Responsibilities:

- Support the Events and Marketing Manager with the planning, coordination, and delivery of a wide range of business events, including Business Breakfasts, the Northern Star Business Awards and the Ultimate Masterclass Festival.
- Liaise with venues, suppliers, and speakers to ensure smooth delivery of events.
- Manage event bookings, delegate communications and speaker presentations.
- Attend and provide on-site support at events (occasional early morning or evening work required).
- Support our social media strategy by working with the team to ensure we have a steady stream of fresh, engaging posts which help us start conversations and increase our following.
- Assist in creating engaging content for email campaigns, our website and printed materials.
- And, of course, other tasks that will undoubtedly be assigned to you from time to time!

You must:

- Be passionate, motivated and with a can-do attitude
- Be highly literate and numerate with strong Microsoft Office and CRM skills
- Be organised and diligent with obsessive attention to detail
- Be able to remain cool, calm and collected under pressure
- Be confident dealing with people face to face and by telephone
- Be able to think on your feet and prioritise competing demands
- Be an excellent communicator with strong negotiation skills
- Have a full UK driving licence

You'll feel at home if:

- You can come up with creative solutions for everyday problems
- You are comfortable interacting with people at all levels including high profile/senior level figures in the business community
- You have a strong existing network of peers and contacts in the region
- You thrive on working in a dynamic, high pressure environment
- You care about the success of the North-east region, its people and businesses
- You enjoy working collaboratively with colleagues to deliver collective success

Why you should want to work with our team:

- 30 days leave, inclusive of public holidays rising to 35 days after 5 years
- Workplace Personal pension scheme
- Pension salary exchange
- Social activities – from a Christmas party to activity days and much more
- Legal access scheme
- Life assurance cover
- Westfield Health medical insurance scheme

Our mission statement and key aims:

Aberdeen & Grampian Chamber of Commerce exists to create connections so that the economy of the north-east can prosper.

We're here for two simple reasons. To support businesses to be better today while helping create the economic conditions to enable the future success of our region. We provide:

- Research to *connect* businesses with the answers to their problems
- Trade documentation to seamlessly *connect* goods to market
- Bulletins to *connect* our members with their audiences and news they need to know
- Events to *connect like-minded people* to do learn, develop and do business
- Training to *connect* our business community with the skills they need to thrive
- Lobbying to *connect* business with the decision makers who matter

Our Values:

- We are proactive in seeking the views of key stakeholders and acting as a strong collective voice for business
- We are visible and high profile in the business community
- We are regarded as thought leaders but with a reputation for doing rather than just talking
- We are fully engaged in shaping and influencing the key regional economic development and sector diversification agendas
- We seek to stimulate business, solve problems and open doors through collaboration with partners in mutually beneficial activities
- We aim to introduce pace by cutting through red tape and inertia
- We act as a critical friend
- We have our members at the heart of everything we do, creating a powerful and cohesive force, enabling us to achieve together what we could not individually

Our Culture:

- We aim to be an organisation that the best people aspire to work for, operating in an inclusive, open and transparent way with a culture of continuous improvement
- We aim to provide the working environment and equipment that enables staff to enjoy and excel in their roles
- We are committed to the personal development of our people
- We operate a 'one team' ethos: working cross functionally to deliver our goals
- We are focused on the things that matter
- We operate as an extension to our members' teams
- We promote innovative and creative behaviours while remaining fanatical about the detail
- We work hard, have fun and celebrate success
- We think and act like winners