



Live Vacancy

Role- Global and Chamber Network

Reporting to: Head of International Trade

Working Hours: 37.5 hours/5 days per week

Contract Duration: This is a short-term contract running until 31 March 2026 and is open to secondments.

Salary- Competitive

The award-winning Greater Manchester Chamber of Commerce provides first-class business support to a diverse Membership of companies from all sectors. Greater Manchester Chamber of Commerce is the UK's largest Chamber of Commerce working with over 4,200 business members accounting for over a third of the Greater Manchester workforce. The Chamber is focused on helping businesses to thrive locally, nationally, and globally.

We are an Investors in People Gold accredited organisation with a focus on developing our staff by providing a vibrant and enjoyable working environment.

Job Summary

This role supports the delivery of Greater Manchester's International Strategy, sector development ambitions, and builds on the Greater Manchester Enhanced Trade Partnership which brings the expertise and resources of the Greater Manchester Chamber of Commerce, Greater Manchester Business Growth Hub (GMBGH), Department for Business and Trade, and Greater Manchester Combined Authority, to ensure we support more companies to go global.

The post holder will report to the Head of International Trade at Greater Manchester Chamber and will also work alongside the Head of International Trade Services at GMBGH in leading the establishment, development, and coordination of the GM Global Partnership Network. This role involves identifying and nurturing relationships with key strategic global partners to strengthen Greater Manchester's overseas network to drive exports, trade facilitation, generate market intelligence, identify export opportunities, and extend the city-region's global reach.

Duties & Key Responsibilities

- To lead the development, coordination, and activation of a UK and international business-oriented global partnership network of overseas Chambers of Commerce and key stakeholders, this includes but is not limited to overseas trade and investment bodies, city region economic development agencies, Department for Business and Trade overseas posts and wider private sector organisations.
- Assess and further develop the Chamber's current approved supplier scheme, ensuring the quality and reliability of services delivered by approved suppliers
- Effectively utilise the Global & Chamber Partnership Network to support Greater Manchester businesses with the identification of export opportunities and facilitate smoother market entry and global market expansion, working closely with the Chamber of Commerce Team, Business Growth Hubs Specialists, Department for Business and Trade and GM Combined Authority.
- Implement effective systems and processes to leverage the Global Partnership Network to gain valuable market insights to improve Greater Manchester's intelligence on global export opportunities.
- Provide effective, timely, and expert support by developing long-term relationships, enabling current and future collaborations.
- Work with local stakeholders and the Global Partnership Network to coordinate overseas meetings, missions, and events, maintaining positive, supportive relationships with the partnership network to Greater Manchester businesses can access the support needed to succeed internationally.
- Identify and pursue new business opportunities through market research, networking, and partnerships.
- Build and maintain strong relationships with key clients and stakeholders.

Knowledge, Skills and Experience

Essential Skills:

- Able to operate as a credible ambassador on an international platform to drive export opportunities for Greater Manchester businesses.
- At least 5 years' experience working on international projects or with international stakeholders building relationships and partnerships in a public and private sector environment.
- Ability to work effectively with senior private or public sector contacts.
- Ability to influence others and secure buy-in.

Key Skills

- Excellent interpersonal communication skills, both verbal and in writing.

- Ability to develop proactively productive working relationships both internally and externally.
- Confidence and ability to deal effectively with people at all levels of the organisation.
- Committed to continuing own development & keeping up to date with latest developments in the business support and internationalisation field.
- Ability to negotiate effectively.
- Ability to plan and manage own workload, as well as achieve agreed targets, budgets, and objectives.

Experience:

- Operating as a credible ambassador on an international platform to drive opportunities for Greater Manchester's businesses.
- Practical delivery of relationship building and management.
- Stakeholder communication.

Knowledge:

- Understanding of the international trade business support environment, locally, nationally and internationally.
- Knowledge of local, national and local economic development strategies with in-depth knowledge of global market trends, trade regulations, and international business practices.
- Understanding of the opportunities and challenges associated with international trade and being willing to constantly develop knowledge further in a complex global landscape.

The Greater Manchester Chamber of Commerce is a committed Equal Opportunities Employer. A copy of our policy can be requested from the HR Department.

Should you wish to apply for this role, please send a cover letter and CV to amy.swindells@gmchamber.co.uk before 3rd December.

<https://www.gmchamber.co.uk/>