Job Title	Commercial Partnerships Manager	Reporting to	Senior Relationship Manager - Bulletins
Date Reviewed	November 2026	Reporting to you	N/A

Job Role:

- Work with commercial and events teams to optimise high profile Chamber events in 2027 and ongoing programme of activity
- Targeted engagement with key members and other prospects identifying and converting sponsorship and other commercial opportunities
- Produce high quality collateral to support approaches to prospects
- Ensure that sponsor benefits are in line with Chamber guidelines, deliverable from the point of view of both parties and work with Chamber colleagues to optimise activation and value for the clients
- Lead on the delivery of new city centre ambient advertising opportunity
- Support Senior Relationship Manager – Bulletins in maximising revenue from print and digital advertising opportunities
- Deliver performance targets related to sponsorship and advertising revenue
- Seek and relay leads and opportunities for other elements of AGCC's portfolio including membership, training, research and international trade documentation
- Follow all processes, procedures, disciplines and deadlines that underpin the delivery of commercial targets
- Maintain accurate and timely internal communication and reporting, including updating the CRM system daily on status of engagement with members and prospects including capturing details of any changes within organisations
- Other tasks and projects as determined in line with business requirements

Person specification:

- Proven track record of sales target delivery in high pressure environment with a wide and proven network of contacts
- An interest in business and committed to building lasting and meaningful commercial relationships
- A customer service champion
- An interest in/experience of customer marketing techniques
- A target driven self-starter with an outstanding work ethic
- Creative in finding solutions with ability to think outside the box
- A methodical planner, able to think on their feet and prioritise competing demands
- Experience of Microsoft Office packages and CRM systems
- Team player with great internal and external communication skills
- Committed to attention to detail and a 'right first time' culture
- A full UK driving licence and personal vehicle
- Passionate about our region and the role of the Chamber of Commerce

You'll feel at home if:

- You love dealing with people
- You are ruthlessly organised
- You get a buzz from completing your 'to do' list
- You aim for perfection
- You enjoy working collaboratively with colleagues to delivery collective success

Why you should want to work with our team:

- 30 days off, inclusive of public holidays rising to 35 after 5 years
- Personal pension scheme (employer contribution 5%)
- Pension salary exchange
- Social activities – from a Christmas party to activity days
- Legal access scheme
- Life assurance cover
- Westfield Health medical insurance scheme

Mission statement and key aims:

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.

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