

May 2025

Inverness Chamber of Commerce – International Trade Executive (Maternity Cover)

21 hours per week

Thank you for the interest you have shown in the above role.

This is an exciting time for Inverness Chamber of Commerce. Along with our Board of Directors, we have developed an ambitious strategy for the next three years with our focus on supporting our members and helping to improve the business environment in Inverness and the Highlands for businesses to thrive. During this time, we hope to see membership grow by around 50%. Our international trade services are a really important part of our service for members.

Our International Trade Executive is on maternity leave. We would like the successful candidate to start as soon as possible (but we can be flexible for the right candidate). This is a temporary contract to cover maternity leave. The contract will end without notice two weeks after the post holder returns to work, or on 1 August 2026 – whichever is sooner. At the moment the post holder is indicating that she intends to return to work in June 2026.

You should find everything you need in the following Job Description and Person Specification but if you need further information, or would like an informal conversation before applying, then please contact me at paula@inverness-chamber.co.uk

To apply please email me with your CV and a short covering letter (maximum 1000 words) which outlines why you would like to be the Inverness Chamber of Commerce International Trade Executive, why you think you are suitable for the post and how your experience to date matches the person specification. The closing date for applications is Wednesday 18th June 2025 and initial interviews are likely to be in the week of 7th July 2025.

I look forward to hearing from you.

Yours faithfully,

Paula Nicol
Deputy Chief Executive and Head of Events
Inverness Chamber of Commerce

Inverness Chamber of Commerce

International Trade Executive – Maternity Cover

Background

Inverness Chamber of Commerce

Inverness Chamber of Commerce is the region's main business support organisation. We are a membership organisation, and our member businesses are drawn from a number of sectors and range in scale from sole traders to multinational plcs.

We organise events for our members to network and connect to each other, lobby on their behalf, create opportunities for them to speak to local and national government, and help to raise their profile. Above all we try to create an environment in which the business community of Inverness and the wider Highlands can thrive.

We also manage **Developing the Young Workforce Inverness and Central Highland (DYWICH)** which is a national network of industry led groups tasked with strengthening and developing employer engagement with education. We engage directly with key stakeholders, including educators, to understand how businesses can better prepare our young people for the world of work, and we use this knowledge to enhance and expand engagement and partnerships between schools and the business community.

International Trade Executive

The International Trade Executive will work alongside our International Trade Manager. Between them they will supply a support service to our international trade clients. The main services are to provide certificates of origin, EUR1 certificates, and to help with international trade enquiries. The team also organise trade missions – both inbound and outbound – which require funding applications, identifying and securing potential clients, identifying and securing in-market partners and market research.

We view international work as an essential service and are proud to be able to offer these services to our member organisations and others.

International Trade Executive – Maternity Cover

Job Description

Job Title: International Trade Executive – Maternity Cover

- Location(s): Inverness
- Salary: £17,008 per annum based on 21 hours per week
- Working days must be Wednesday and Friday plus either Monday or Tuesday
- Holidays: 32 days (including public holidays) pro rata (19 days)
- Benefits: Enrolment in Chamber Health Cash Plan, 5% employer pension contribution (after two months of employment)
- Contract: Temporary contract to cover maternity leave. The contract will end without notice two weeks after the permanent post holder returns to work, or on 1 August 2026 – whichever is sooner.

Our hybrid working policy allows for a small proportion of work to happen at home after the first six months of employment. However, the nature of the international trade role means that a lot of necessary equipment is office based and, therefore, the reality is that the majority of this role will be office-based. Having said that we will always allow work from home where it is useful to cover exceptional personal circumstances.

Responsible to: International Trade Manager – with support from Deputy Chief Executive

Overall Purpose of the Post:

Working alongside, and supporting, the International Trade Manager, this post plays a key role in the development, and ongoing delivery, of the full range of Inverness Chamber International documentation and certification services. Full training will be provided.

The post will also play a key role in developing our trade mission activity.

Responsibilities and Key duties

- Delivery of export documentation and certification services. Full training will be provided.
- Assist with securing new clients for export documentation services
- Successfully follow-up referrals from Chamber colleagues and Chamber activities
- Support the delivery of export documentation and international trade training workshops to clients
- Respond to international trade enquiries received
- Assist with the planning and organisation of international events, marketing and social media campaigns
- Support in the preparation of international tenders, bids and proposals
- Support the delivery of international presentations to Chamber members and prospective clients.
- Assist with the preparation of reports used for auditing and analysis by bodies including the Scottish Government and British Chambers of Commerce.

Performance indicators

- Successful delivery of all requested export documentation
- Maintenance of current level of member satisfaction

The job description is not exhaustive, the post holder may be asked to undertake and perform other responsibilities and duties which are appropriate to the scope and seniority of the post.

All responsibilities and duties are to be carried out according to the Inverness Chamber of Commerce's standards, policies and procedures.

The post will require some travel locally and regionally and will require some activity outside of normal working hours.

Person Specification

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED

We have listed below some of the education and qualifications/ experience / skills and abilities and personal qualities we think are required to do this role. We don't expect anyone to have all of these attributes – if you can tick the box on most of these, we would be delighted to have your application.

Experience

- Working on international trade documentation or other documents that require accuracy and working to deadlines
- Organising or attending trade missions or other events
- Awareness of international trade issues and opportunities
- Undertaking research and compiling reports

Skills / Ability

- Strong organisational skills and the ability to work on own initiative, manage own time, prioritise and meet tight deadlines
- Strong interpersonal, verbal and written communication and presentation skills
- Ability to develop effective external working partnerships and internal collaborative working
- Strong customer focus
- Ability to work unsupervised and under pressure to demanding deadlines
- Great attention to detail and accurate record keeping
- Problem solving skills and creative thinking
- Working knowledge of MS Office