

RUSSO-BRITISH CHAMBER OF COMMERCE

EXECUTIVE DIRECTOR (London-based)

The Russo-British Chamber of Commerce ("RBCC") is a bilateral membership organisation that has worked to promote trade and cooperation between the UK and Russia since 1916 and successfully celebrated its Centenary last year. The RBCC encourages and assists business people in both countries to identify trading partners and to develop investment opportunities and represents the interests of its members, who range in size from individual entrepreneurs to very large corporates.

The RBCC has offices in London, Moscow and St Petersburg, each staffed by teams competent in both languages and with extensive experience of helping those trading and investing in both directions. The offices provide up-to-date advice and market-entry support over the telephone, in meetings, also through the Chamber's website, its quarterly printed Bulletin and monthly e-newsletters. Topical events, ranging from informal Networking evenings to full-scale Conferences, are regularly organised in all three locations and the Chamber also reaches out into regional centres in the UK and Russia to provide information and guidance on market approaches.

The RBCC is fortunate to have Prince Michael of Kent as its Patron. The Chamber is governed by a high-level Board of Directors, who between them have many decades' experience of doing business in the UK and Russia. The RBCC is independent of government, but enjoys good and productive working relationships with the British Embassy and Consulates in Russia, UKTI, the Russian Embassy in London, the Russian Trade Delegation, the Russian Federation Chamber of Commerce and Industry, regional Chambers of Commerce, various Trade Associations and many other governmental and business organisations.

Further information re the RBCC and its activities may be found at: www.rbcc.com

Trevor Barton is to retire from the RBCC at the end of September 2017, when he will have served some fifteen years on the RBCC's Board of Directors, including the last five years as Executive Director, and the Board of the RBCC is seeking to appoint his successor as the RBCC's Executive Director.

Structure:

The Executive Director is the RBCC's senior staff member and has overall responsibility for the operations of the Chamber, including day-to-day leadership, strategy, organisation and financial management of the Chamber.

Reporting to the Board, which meets quarterly, the Executive Director works closely with the UK office staff, the Management Board Representative in Russia and the Head of the Moscow and St Petersburg offices. There are some 14 staff members across the three offices.

The Executive Director is a member of the Board of Directors and the Company Secretary. The Board, presently comprising 12 members, includes an Honorary Treasurer, with whom the Executive Director liaises with regard to Chamber finances.

External accountants / auditors are retained.

The Moscow and St Petersburg offices have their own bookkeepers who report in to the UK external accountants / auditors.

Role and responsibilities of the Executive Director:

- Help to define and deliver the RBCC's strategy, incorporating a growth path for the Chamber, and generating new ideas for building the Chamber in size and scope and sustaining its development.
- Ensure the interests of the RBCC's members are prioritised and that their voice is heard in debates on relevant topics.
- Develop and enhance the RBCC's presence, activities, image and effectiveness in the UK and the Russian Federation, to include
 - increasing membership, including initiating new leads and approaches,
 - having regular contact with members, being aware of their priorities and concerns,
 - ensuring the delivery of good and financially viable events, and
 - ensuring effective outreach to appropriate audiences through the Chamber's various printed and e-publications.
- Manage, motivate and develop the personnel in the RBCC UK Office and, through the Management Board Representative in Russia and the Head of the Moscow and St Petersburg Offices, those in the RBCC's offices in Russia.
- Inspire, communicate and engender a sense of common purpose among the staff. The executive of the RBCC is relatively small and the success of the RBCC depends on focus, commitment, motivation and communication across the three offices to meet both common and office-specific objectives.
- Take the lead on delivering strategy and be prepared to take key decisions, while also supporting the office teams in sometimes detailed ways, for example in relation to event organisation, sponsorship initiatives and membership discussions.
- Take responsibility for high-level and regular liaison with the RBCC's Patron and his staff, the Chairman and the rest of the Board, senior contacts in Russian and UK business and political / diplomatic circles, and build beneficial networks.
- Be the face of the RBCC in the UK, including taking part in events, speaking at conferences, etc and liaising as with the media.
- Ensure that the organisation is well-run and administered, including maintaining good and effective relationships with external providers of services.
- Ensuring good financial management, including the sustainability and growth of the RBCC's financial resources and prospects, accurate budget preparation and monitoring.

Skills and experience required:

A clear-headed, common sense, commercial approach is essential to managing and taking decisions and implementing policy related to the strategy, finances and activities of the RBCC.

Wide-ranging and relevant business experience (including or closely related to business between the UK and Russia) would be very advantageous.

The successful candidate must be both a capable ambassador for the RBCC externally and also an experienced and resourceful manager internally.

As head of a membership organisation, the Executive Director must be accessible and sympathetic to a diverse range of member needs, and must seek to reflect these in a balanced way in RBCC policy, to the extent possible.

Applicants should therefore be able to demonstrate particular experience and strong skills in the following areas:

- Motivation, leadership, support and management of multi-national teams
- Resilience and determination
- A results-oriented commercial awareness and approach
- Representation, presentation (including public speaking), diplomacy
- Good social, networking and people skills
- Budgeting, business planning and office systems
- Creative thinking, energy and innovation
- Contemporary knowledge of Russia and the UK/Russia relationship
- Fluent spoken and written English is essential
- Good, useable Russian language skills will be considered to be a strong asset.

The RBCC is an equal opportunities employer and welcomes applications from all sections of the global community.

Terms:

A salary of GBP60,000 per annum is offered. The Executive Director is based in the RBCC's London office, located near Victoria Station. The RBCC's London office provides a contributory pension scheme through NEST. There is a generous holiday allowance.

This is a full-time role, but some flexibility in working arrangements will be considered. Regular travel within the UK and between the UK and Russia is likely.

Application process:

If you wish to apply for this post please send:

- a. a letter setting out your relevant experience, the skills and attributes you have, the reason for interest in the role and why you will do it well, the notice provisions in your current job and other relevant matters not included in your CV; and
- b. your CV

by e-mail to Anna Vidiney at: anna.vidiney@rbcc.com

Closing date for applications:

5 p.m on Friday 2nd June 2017