



## Membership, Committees & Public Affairs Manager

The key position of Membership, Committees and Public Affairs Manager within the Chamber Secretariat is a high profile, full time, promotional and member-facing role which works closely with the Chamber's Chief Executive. Each of these areas is closely interconnected and critical to the success of the Chamber. We are looking for a highly motivated self-starter to shape this portfolio, working with the support and partnership of the Chief Executive in all aspects of the role

### THE AUSTRALIAN CHAMBER OF COMMERCE IN HONG KONG

AustCham Hong Kong is one of the most influential international chambers in Hong Kong and is the largest international Australian Chamber of Commerce. We have an active and committed membership of about 1,000 individuals representing about 500 companies. We are a non-government, non-profit member organisation that exists to promote and foster Australian business opportunities in Hong Kong and Australia.

The Chamber Secretariat is a nimble and tight-knit team. Any member needs to be able to work flexibly and collaboratively in the best interests of the team's overall goals. To support this, we prioritise a culture of transparency, cooperation and team work whilst also promoting personal development.

#### JOB DESCRIPTION

##### Membership

Overall responsibility for membership development and outreach including the following:

- New member and membership renewal strategy and execution
- Member communications
- Oversight of membership administration and workflows
- Creating and promoting opportunities for sponsorship, in conjunction with Committees and in partnership with the Programmes Coordinator.

Supported by a dedicated part time Membership Administrator.

##### Committees

The Chamber's 10 Committees represent key sector, discipline and demographic sections of the membership. They are the backbone of the Chamber, providing a representative voice on member issues and event ideas, as well as resource and expertise. This role includes:

- Administration of the Committees
- Working closely with the Committee Chairs on shaping content and execution of Committee activities and targets
- Helping the Committees to leverage connections and resources across the membership

##### Public Affairs

Providing an interface with the Chamber for coordination and management of relationships with external stakeholders, trade associations, professional & educational bodies, local and overseas Government offices including on the following:

- Advocacy and policy submissions
- Events
- Grants and funding opportunities



This role offers the opportunity to work with some of Hong Kong's most senior business professionals as well a broad range of contacts among Government and Industry bodies. It is also an opportunity to develop breadth and depth of the range of issues impacting business in HK, with a particular perspective on the nexus with Australia.

## SKILLS AND QUALITIES REQUIRED

- Strong relationship building skills, including at senior levels
- Strong organizational skills
- Strong English communication skills, written and verbal. Chinese language skills a bonus.
- A commitment to client-centered service
- Strong presentation skills and familiarity with the Microsoft 365 product suite as well other conferencing technology
- A track record in business development/client management combined with creative thinking and the ability to identify opportunities for members, committees and the Chamber
- Natural curiosity and the ability to work across a range of tasks
- The ability to understand industry issues on a range of topics.
- Strong self-motivation and team working skills.
- Possess a growth mindset and a willingness to assist on any Chamber project/task as arises.

This role would suit a highly self-motivated individual with good current affairs knowledge, well-formed communications skills, effective time management, and the desire to impact the large business community in Hong Kong. You may have a background in business development, membership management, public policy or government relations, **and at least 4 years' experience** within Hong Kong.

## TIMING

Immediate

Applications, including a cover letter addressing the above criteria and detailed resume should be sent to Ms. Charlotte Lam at [charlotte.lam@austcham.com.hk](mailto:charlotte.lam@austcham.com.hk)