



<b>Title:</b>	Terms of Reference
<b>Role:</b>	Executive Coordinator
<b>Duration:</b>	One year
<b>Start date:</b>	01.07.2023 (TBC)
<b>Approval:</b>	President - Approved
<b>Status:</b>	External

## **1. The British Chambers of Commerce in Sierra Leone:**

The British Chamber of Commerce in Sierra Leone (BCCSL) was officially formed on 17th February 2012 and launched on 2nd March 2012. BCCSL is set up as a private non-profit making organisation and registered as a Company Limited by Guarantee under the Companies Act 2009 of the laws of Sierra Leone.

We aim to offer our members high quality events, productive networking, promotional opportunities, valuable information and practical services and access to influential individuals and institutions. The Chamber is supported by the British High Commission in Freetown and the founding Members.

Our Mission is to promote and support the business interests of all our members (as defined by the Chamber Constitution) in Sierra Leone, strengthen commercial ties between Britain and Sierra Leone, sustain existing and introduce new foreign business into the Sierra Leone market, encourage Sierra Leone investment into the UK (export and direct investment), drive the private sector forward more broadly, through capacity building for its players and actors, leading to a reduction in aid dependency for Sierra Leone.

## **2. Scope of Work:**

The Executive Coordinator's role is to act as a key focal point and source of assistance for the British business community in Sierra Leone and for Sierra Leonean businesses wishing to trade with the United Kingdom. Working closely with the Executive Committee, the role will focus on promoting the Chamber's ideals as it strives to be the most vibrant voice of the private sector in Sierra Leone. The position holder will be the day-to-day contact person for both members and other stakeholders, working closely with the British High Commission in Sierra Leone and the Sierra Leone High Commission in the UK, to ensure activities are aligned that will help promote British and Sierra Leonean businesses both in Sierra Leone and the United Kingdom.

## **3. Employment Approach:**

The employment approach will be a two-tiered, flexible contract with (a) a set number of days per month (see Level of Effort Below) called a "baseline contract" buttressed with (b) additional work on "project contracts" where the Executive Coordinator will be remunerated at a predetermined day rate.

## **4. Level of Effort:**

The level of effort will fall under the two types of contracts held in the overarching Employment Contract which identifies the terms and conditions of employment:



4.1 The baseline contract: will be for 5 working days a month, for the duration of a year. The work and the associated deliverables will be detailed in the “baseline statement of work” with a mix of reoccurring tasks and tasks required by the Executive Committee (examples of these are detailed in section 5. Roles & Responsibilities of the Baseline Contract).

4.2 The project contracts: will be where the Exec Coordinator will be asked to work on an additional specific project and thus increase the number of paid hours of work. This additional work will be detailed in the “project statement of work”, contained in a standardised template so the Exec Coordinator will be clear of the deliverables and the level of effort expected to deliver them. The additional days will be paid at the day rate specified in the Employment Contract. Additional consideration of the day rate will be made for public holidays and weekends.

## 5. Roles & Responsibilities:

Given the nature of the role many tasks will be requested on an ad hoc basis, especially for the Project Contracts so the section attempts to provide examples:

Contract type:	Possible Roles & Responsibilities
Baseline Contract	<ul style="list-style-type: none"> <li>● Developing stakeholder networks inside and outside Sierra Leone</li> <li>● Lobbying on behalf of UK companies</li> <li>● Targeting new members and increasing membership</li> <li>● Developing and implementing membership benefits such as events, networking opportunities, information newsletters etc.</li> <li>● Staffing the Chamber office during working hours as agreed with the Executive Committee</li> <li>● Managing administrative office operations including the maintenance of accurate and up-to-date membership records and monitoring the Chamber’s e-mail and process mailing as and when required</li> <li>● Maintaining and updating the Chamber’s website</li> <li>● Attending monthly Executive Committee meetings, including preparing and distributing the agenda to Committee members and preparing and distributing the meeting minutes</li> </ul>
Possible Project Contracts	<ul style="list-style-type: none"> <li>● Support with Ad Hoc events with other members or Chambers</li> <li>● Supporting with the creation of a strategy and operating plan for the Chamber through incorporating the BCCSL’s mission with best practices from other chambers of commerce both in Sierra Leone and the UK</li> <li>● Supporting the Executive Committee in the development and implementation of a strategic roadmap for the Chamber for 2021-2023 as defined by the Executive Committee</li> <li>● Managing Chamber sponsored programmes, seminars, workshops, travel arrangements, special projects, and events as and when required</li> </ul>



## **6. Locations & Working Patterns:**

Based in Freetown in Sierra Leone. The Exec Coordinator expected place of work will be in Freetown with possible travel to the field to see members.

## **7. Competencies & Skills:**

- Must display strong networking, organisational, communication, presentation and influencing skills
- The role requires the successful candidate to work with minimal supervision
- Must have a track record of project delivery and experience of working with the highest levels of government and businesses
- Must possess significant project management experience is an advantage

## **8. Line Management:**

Direct Line Management will be held by the BCCSL President, but this may be delegated to Executive Committee members for project contracts

## **9. Application process:**

Please email to [faridabassa20@gmail.com](mailto:faridabassa20@gmail.com) with covering letter and CV by 26<sup>th</sup> June 2023

**THE END**