**CHINA-BUSINESS ADVISER, INDUSTRIAL ECONOMY TEAM (Automotive, Advanced Manufacturing & Energy Transition)**

**China-Britain Business Council**

**Location: UK - Hybrid or Home-based depending on location**

**Salary: £35,000-£38,000 p.a.**

Does China excite and intrigue you? Are you keen to get to grips with the world's second largest economy? Are you hungry for a fresh challenge and more responsibility in a hugely rewarding role? Do you have a keen interest in China’s growing role in the evolution of New Energy Vehicles and Energy Transition technologies?

If you have a proven track record of working in and with China, in sectors including automotive, advanced manufacturing and / or energy transition, this **China Business Adviser** role at the China-Britain Business Council (CBBC) could be just what you're looking for.

We are seeking a talented, creative, and dynamic business professional to join the team at the UK's leading organisation promoting business with China. You will be working closely with the Senior Leadership team responsible for membership, public affairs and our other sector specialists who cover our commercial work. You will report direct to the Director, Industrial Economy within the CBBC Commercial Team.

About Our Company:

The China-Britain Business Council (CBBC) is the UK’s leading China business organisation helping our Members and Clients grow their business with and between the UK and China, and promoting trade and investment links. Our mission is to help UK companies of all sizes and sectors, whether new entrants or established operations, access the full potential of the world’s second largest economy. We also support Chinese companies do business in the UK. Besides our membership programme we deliver a range of practical services, including advice and consultancy, market research, event management, and trade missions. Through 70 years of engagement, we have built up exceptional connections with government and business across China. For more information about us, please visit our website at http://www.cbbc.org

The China-Britain Business Council embraces diversity and flexible working. We warmly welcome applications from all qualified applicants.

Interested candidates are invited to send a detailed C.V. together with a cover letter explaining how your personality and experience meet our requirements. You must include **China Business Adviser – Industrial Economy** in the subject line of your email and send to: UKHR@cbbc.org.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a covering letter will not be considered. If you have not had a response within 7 days of the closing date below, then your application has not been taken forward to interview stage.

The closing date for applications is **Sunday 21 April 2024.**

**JOB PURPOSE**

To lead, design, and deliver the China-Britain Business Council’s programme of events and business briefings for companies in the manufacturing space, specifically automotive, and support wider projects across the energy transition space.

To drive the China-Britain Business Council’s member engagement activity for companies in these sectors, including: articulation and communication of the Membership offer; member communications; events programme, process and customer journey, ensuring a varied portfolio of events and content informed by the needs and expectations of our industrial sector Members.

**DUTIES**

* Shaping a comprehensive membership programme for our industrial sector membership cohort
* Devising and delivering high quality content and a programme of events for CBBC’s Industrial Sector Members and the wider UK-China business network, that position the CBBC as the UK’s leading China business organisation, and add value to CBBC’s wider Membership offer
* Account Manager for CBBC members in these sectors, to deliver outstanding member retention
* Acquisition of new members in the manufacturing, automotive and energy transition sectors
* Grow revenue through the sale of CBBC commercial services
* Ensure that membership engagement activities such as event participation and the key points that come out of 1-2-1 member meetings are recorded in the CRM system
* Develop and maintain a solid understanding of the UK-China trade and investment relationship and what members need and want from their membership organisation.
* Deliver research into the UK market and design programmes for visiting Chinese clients and inward delegations in the Industrial Sectors
* You will also provide member intelligence to colleagues across the organisation including the Executive Management Team.

**ESSENTIAL SKILLS**

* Experience of working in / with China in sector(s) relevant to the job description
* Exceptional English language verbal and written communication skills
* Strong understanding of the importance of membership events programme delivery
* Strong track record of delivering events and business briefings
* Strong analytical and advisory skills
* Strong commercial acumen with a passion for business development and excellent client facing skills
* Self-motivated, with a flexible and entrepreneurial style of working, with the ability to work on own initiative to deliver defined business targets
* Proactively impart/share knowledge
* Experience of building effective external relationships
* Strong IT skills, in particular database use and record management
* Ability to prioritise, well organised, with a strong attention to detail
* Willingness to adapt and participate in / support team activities outside of the ”core role” as required.

**DESIRABLE EXPERIENCE**

* Experience / Understanding of the needs of inward investors into the UK is highly desirable.
* Mandarin language skills
* Experience of B2B business development
* Management skills
* Presentation skills