

Job Description

1. GENERAL INFORMATION

Job Title: Membership Executive
Area: Operations Department
Reports to: Membership Manager
Location: Office based, London

2. NUMBER OF DIRECT REPORTS

None

3. CONTRACT TYPE AND JOB STATUS

Fixed term (to end of July 2017, maternity cover)
 Full-time
 Based at SCI Headquarters, Belgrave Square, London
 Some out of hours activity and UK based travel may be required

4. MAIN PURPOSE OF JOB

Work with the Membership Department to increase member recruitment, engagement and retention by

- Providing pro-active support to members and Groups ensuring that their needs are met to achieve SCI's objectives.
- Acting as a contact point for committees organising group activities.
- Planning and organising small events by providing logistics, administration, and marketing communications support
- Liaising with colleagues across the team to ensure that committees under your remit are fully supported in terms of their presence in online and offline communication channels, marketing, awards administration and financial support.
- Assisting with the production of other SCI led events as required.

5. PRINCIPAL ACCOUNTABILITIES:

a) Group Management

- Provide an account management service and act as the initial contact point for all allocated Groups including attending committee meetings as required and acting as an intermediate for communication with other SCI teams if required
- Work with other Membership Executives to ensure that Group committees operate in a consistent manner
- Ensure Groups committees provide required information to feed into annual processes e.g budgeting
- Support Group committee to achieve the aims and objectives of SCI activity
- Publicise and support Group awards, and build relationships with award winners to introduce them to relevant committees as appropriate
- Identify and facilitate areas for Group collaboration to support the creation of Group Hubs across allied interest areas (e.g. Agri Food hub)
- Provide information on administrative procedures (including Annual General Meetings) to new committee members and offer support as needed

- Upload Group minutes, agendas and other documents to the Committee pages of the website.

b) Event Management

- Be responsible for the overall logistics relating to small scale, Group-led lectures and career days as agreed with your line manager.
- Deliver marketing support, promote events on the SCI website, update event flyers and other printed materials using existing templates to ensure SCI branding is consistently applied and prominent, and send branded materials to event venues
- Assist with capture of attendee data and the compilation of outputs and actions from the events.
- Assist with the running of HQ-organised member events (such as AGM and Members' Forum).
- Assist with the running of other events organised by the conference office, or with awards events as required.

c) Marketing and Online Communications

- Contribute to activities which help to keep SCI's website up to date (in particular the areas concerning Membership and Groups within your remit).
- Promote Group activities via SCI's website and social media (Twitter, Facebook, and LinkedIn)
- Assist with the production of 'Members' News' articles. Help to identify suitable articles related to member activity, help to source material internally and externally, attend planning meetings, assist with proof reading and editing and ensuring all articles and news items have been received on time, liaise with the publication supplier.
- Create e-alerts (mail shots) relating to event activity
- Ensure all communication with groups is pro-active, effective, targeted, appropriate, clear and timely and within SCI's branding guidelines.

d) Budget Management (see below)

e) Data Protection

- Ensure SCI's compliance with current legislation

f) General/Additional Tasks

- Undertake such other duties as may be required

6. FINANCIAL/BUDGETARY RESPONSIBILITIES

- Assist with the management of the Group's budget.
- Monitor your Group's expenditure and assist and advise on income generation and cost savings to ensure the risk of Group overspend is minimized.
- Liaise with members and committees to ensure that expense claims are submitted in accordance with SCI guidelines.

7. WORKING RELATIONSHIPS

a) Internal

- Daily interaction with the rest of the team – Membership, Marketing, Awards, Web, Conferences, Finance and Premises
- Ad hoc collaboration with team members on a variety of projects

b) External

- Liaising with members
- Liaising with committees
- Liaising with standing committees
- Liaising with partner organisations

8. FREEDOM AND CONSTRAINTS

As agreed by your Line Manager

9. PLANNING AND ORGANISATION

Planning and implementing initiatives and projects under guidance from line manager

10. KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Self-starter
- Enthusiastic and proactive approach to work
- Strong administrative and organisation skills
- Good verbal and written communication skills
- Strong time management skills and ability to meet strict deadlines
- Excellent interpersonal skills
- Knowledge of marketing and event management
- High degree of computer literacy, including proficiency with MS Office software
- Ability to act on own initiative
- Ability to plan and multi-task
- A willingness to work individually and as member of a team
- Ability to interact at all levels
- Analytical and problem-solving skills
- An interest in science and industry

Desirable

- Experience of managing budgets
- Previous experience in a Membership organisation
- Knowledge of web design software e.g. Dreamweaver
- Knowledge of image editor software e.g. Photoshop
- Previous experience using CRM systems

- Experience of working with volunteers (members) and Committees
- Degree level qualification in a scientific discipline