

JOB DESCRIPTION

<p>1. JOB TITLE: Membership Support Executive</p>
<p>Department: Membership</p>
<p>Line Manager: Initially reporting to the Membership Manager</p>
<p>2. NUMBER OF DIRECT REPORTS: None</p>
<p>3. CONTRACT TYPE AND JOB STATUS: Fixed term: 18 months with possibility of extension Based at SCI, Belgrave Square, London with some travel within the UK</p>
<p>4. MAIN PURPOSE OF JOB: To provide support for activities related to membership growth, awards management and committee operations to support the aims of the charity</p>
<p>5. PRINCIPAL ACCOUNTABILITIES:</p> <p>Membership Support</p> <ul style="list-style-type: none"> • Membership administration – main point of contact dealing with membership related queries and enquiries • Processing membership subscription payments by all methods including card, cheque and online for off-line transactions • Prepare monthly reports on membership composition • Running membership subscription renewals and tracking results • Follow up membership renewal communications for targeted campaigns <p>Awards Management & Support</p> <ul style="list-style-type: none"> • Oversee all activities related to SCI awards and Trust activities • Ensure all application processes are opened on time and that applicants are kept up to date with the status of their application • Ensure medals, certificates and prizes are correctly generated, and that appropriate records are stored • Provide project management support for Awards lectures and dinners, including the Society Medal and Lecture, Seligman Lecture and Group • Liaise with marketing team to ensure that webpages related to Awards activities are clear and up to date <p>Admin & Secretariat Support</p> <ul style="list-style-type: none"> • Provide support for committees (assigned by the Committee Support Lead) acting as a central point of contact and providing practical support • Make room bookings for committee meetings and arrange logistics on the day • Attend group committee meeting as required and take minutes • Process committee member expense claims

6. FINANCIAL/BUDGETARY RESPONSIBILITIES:

Work within budgetary limits as agreed with line manager and as per SCI limits and guidelines

7. WORKING RELATIONSHIPS:

- a) **Internal:** CEO, Managers, and all other members of staff.
- b) **External:** SCI members, Corporate and Academic prospects

8. FREEDOM AND CONSTRAINTS:

Responsible for delivery of own targets and objectives agreed with line manager, and ensuring progress is reported to line manager or other stakeholders as appropriate

9. PLANNING AND ORGANISATION:

Plan implement and measure outcomes of initiatives and projects

10. KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Self-starter
- Enthusiastic and proactive approach to work
- Excellent interpersonal and presentation skills
- High degree of computer literacy, including proficiency with MS Office software
- Strong organisation skills
- Excellent verbal and written communication skills
- Strong time management skills and ability to meet strict deadlines
- Ability to act on own initiative
- Ability to plan and multi-task
- A willingness to work individually and as member of a team

Sign below to agree to this job description

Employee's Signature: _____

Print Name: _____

Date: _____

Manager's Signature: _____

Print Name: _____

Date: _____