

Job Title: Membership Development & Support Manager

3 possibly 4 days with flexibility around the ways in which the hours are worked – including some working from home

22.5 – 30.00hrs a week.

Salary £35,000 - £40,000 FTE, subject to experience.

This role would suit a dynamic, motivated individual who has strong communication skills and strong partnership development abilities. The role has two main aims, firstly to maximise income for the organisation through increasing membership subscriptions and sponsorship opportunities, and secondly to maintain existing memberships through the development of member services.

The successful candidate will have a track record of building relationships with key organisations and individuals and be able to communicate the overall aims of the organisation. The ideal candidate will be proactive in their approach and able to negotiate with potential customers to secure their commitment.

The post-holder will be required to engage with existing members to ensure that the membership package is relevant and develop services where appropriate. You will be able to easily understand the needs of potential members to be able to sell the benefits of our organisation appropriately.

Responsibilities

Undertake recruitment activity to increase the membership of the Rural Services Network and the Rural Health and Care Alliance.

Develop the existing network of organisations to ensure member retention

Secure conference exhibition and sponsorship support for the Rural Services Network

Work collaboratively with the team to ensure the objectives of the organisation are met

Working (including attending national or regional meetings- which may include meetings of the company's Executive, or any of its Member meetings) to both represent and seek to promote the Rural Services Network

Develop and deliver services to the membership including writing newsletters and social media management

Coordinate meetings, events and speakers for membership organisations

The postholder will be required to travel to occasional meetings at different locations around the country