



JOB DESCRIPTION

Job Title:	Membership Coordinator
Reporting to:	Membership Manager
Location:	The Honourable Society of the Middle Temple
Hours:	37.5 per week

About Middle Temple

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training) to practise as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire. Middle Temple is also jointly responsible with Inner Temple for the Temple Church.

Job Summary

To support the work of the Membership team in delivering and developing the current Middle Temple membership offering.

Areas of Responsibility

1. Assist with the administration of Bench and members records, and other general maintenance of the Inn's database as required, including:
 - Maintaining and updating Bench profiles on the website.
 - Checking Legal News and Judicial Updates and updating member records on the Inn's database.
 - Administration of the Inn's communication preference updates on the database, ensuring that data protection laws are adhered to.
 - Using materials sourced from the Archive to check paper records, ensuring that the database contains all missing members.
2. Assisting the Membership Events Officer with preparing guest information, place cards, toast cards, briefings for the Treasurer and Reader, and menu information (where appropriate) for Membership events etc.
3. Assist with the updating of the Inn's Social Media content, including using Twitter to release information about the Inn's flag list and ad-hoc information relevant to the Inn's membership.
4. To assist with the creation and delivery the Inn's membership publications.
5. Responsible for maintaining appropriate supplies (e.g. stationery) for the Department.
6. Responsible for maintaining the Annual Project Planner, tracking events, projects and reoccurring tasks to ensure the team stays on track.
7. Updating the Inn's website as requested with information, events, including news and maintaining Bench profiles etc.
8. Coordinating the Inn's Chambers Reps across the country, ensuring that they continue to work closely with their Circuit and the Membership Department.
9. To maintain the Membership drive, ensuring information is stored in line with the Inn's records retention policy.
10. Occasional secretarial duties for the Director of Membership and Development, including attending meetings, taking notes, following up after meetings as appropriate, organising and writing agendas for departmental weekly meetings etc.

11. Organise operations meetings, agenda and minutes for large events and projects when necessary.
12. Ensuring the Membership Department's filing, both paper and electronic, is efficiently organized and maintained.
13. Ensuring the timely administration and payment of invoices in line with procedures.
14. Maintaining close working relationships with other members of the Membership Team and providing support and cover for colleagues as necessary.
15. To undertake other such duties as the line manager or director may reasonably require.

PERSON SPECIFICATION

Qualifications

1. Educated to GCSE level or equivalent (inc. maths and English)

Knowledge, Skills & Experience

2. Experience of a similar working environment &/or understanding of the workings of the Middle Temple or other not-for-profit organisation.
3. IT literate with experience of using databases, Microsoft Office (Word, Outlook, Excel) and other computerised systems.
4. Highly effective in fulfilling all areas outlined in the Job Description.
5. Experience of managing own workload with minimal supervision; able to multi-task, effectively plan work, prioritise and meet deadlines.

Personal Qualities

7. Excellent communications and interpersonal skills and an ability with the ability to communicate effectively (verbally and in writing) at all levels.
8. Ability to work on own initiative within the parameters of the role e.g. identifying ways that services within area of work can be improved.
9. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with colleagues.
10. Ability and willingness to learn new skills.
11. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.