



JOB DESCRIPTION

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| Job Title: | Membership Officer |
| 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 assist the Membership Manager in delivering and developing the current Middle Temple membership offering.

Areas of Responsibility

1. To organise the Middle Temple UK Circuit Visits in conjunction with the Director of Membership & Development, including travel etc. including:
 - Organisation receptions around the UK
 - Organisation of Circuit Annual Dinners
 - Creation of agenda and minutes for each of the Circuit Societies
2. To assist with and attend the Inn's Amity Visits Abroad as required.
3. Acting as an assistant for the Middle Templar magazine, assisting with the layout, appearance, content of articles, artwork, design, and photography for the magazine.
4. To be an internal champion of the Inn's CiviCRM database.
5. Overseeing the Inn's marketing materials, including eNewsletter campaigns, posters and Membership publications.
6. To develop and deliver the bi-annual Bench and Hall member mailings.
7. Overseeing the Inn's Podcast Series.
8. May occasionally be required to create agendas and take minutes for the Inn's committees.
9. Responsible for creating agendas and taking minutes for, *The Survive and Thrive Programme Steering Group* and *The Temple Women's Forum*.
10. Responsibility, under the leadership of the Membership Manager, for the coordination of the Membership department's social media.
11. To develop and maintain effective membership processes.
12. To plan and deliver strategies to encourage continuing engagement and re-engagement with members.
13. Creation and co-management of the Inn's Members Survey, ensuring that follow up plans are put in place following the collation of feedback, in collaborative with Membership Events Officer.
14. Responsible for the organisation and running of incoming Amity Visits to the Inn, under the supervisor of the Membership Manager.
15. To liaise with other departments that are responsible for delivering aspects of the Inn's membership offer to ensure the overall experience for members is exceptional.
16. 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

6. Excellent communications and interpersonal skills and an ability with the ability to communicate effectively (verbally and in writing) at all levels.
7. 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.
8. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with colleagues.
9. Ability and willingness to learn new skills.
10. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.