



Membership Officer

The Honourable Society of the Middle Temple - City of London

Salary £35,000 per annum plus excellent benefits

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities.

We are looking to recruit a Membership Officer to review and develop Middle Temple's current membership offering.

You will have strong administration skills ideally from a membership environment. Experience of working with CMS databases is essential along with experience in managing and working with a wide range of event suppliers with the ability to oversee, devise and manage operational procedures to the highest standards

The successful candidate will enjoy excellent benefits including a generous pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Sophie Frankis at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Friday 15th April 2016**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.

JOB DESCRIPTION

Job Title:	Membership Officer
Department:	Membership
Reports to:	Director of Membership and Development initially
Tenure:	Permanent
Line manages:	Bench Events Coordinator
Location:	Middle Temple, Treasury Office, London, EC4Y 9BT
Job Purpose:	Over the past year Middle Temple has re-evaluated its strategy. Plans for the future of its membership are now firmly cemented in the strategic vision of the Inn. This is an exciting time for a Membership Officer to join an expanding department as the Inn looks to review and develop its current membership offering.

This role would suit a driven individual with relevant experience within a professional services or membership organisation who leads through their ability to organise and deliver projects, can engage audiences ranging from barristers to senior judges through honed communication skills, and who can ultimately deliver engaging marketing campaigns to improve engagement and re-engagement with members.

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 Bar, which entitles them, after a period of vocational training (pupillage), to practice as Barristers. The Inn's practising members consist mainly of barristers and judges and includes about 500 students of various nationalities studying for the Bar.



Duties and responsibilities:

- i) With the Director of Membership and Development, to review and develop the current Middle Temple membership offering
- ii) To create and manage delivery of eNewsletter campaigns and other member communications
- iii) To organise, and attend when required, Middle Temple's Amity Visits Abroad and UK Circuit Visits
- iv) To be internal champion of the Inn's new CiviCRM database
- v) To develop and maintain effective membership processes
- vi) To plan and deliver strategies to encourage continuing engagement and re-engagement with members
- vii) To update the Inn's website, as requested, with membership information
- viii) To sit on the Inn's Membership Committee and International Sub-committee in the capacity of minute taker
- ix) To assist with the creation and delivery of the Inn's annual magazine, the Middle Templar, and from time to time other membership publications
- x) 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
- xi) To carry out any other reasonable duties in line with the post as may be required from time to time, including occasional out of office hours, as requested by the Inn's management



PERSONAL SPECIFICATION

Skills and Experience	Essential	Desirable
Experience	<p>Strong administration experience required, ideally within a Membership team/environment</p> <p>Experience of content management system (CMS) databases</p> <p>Experienced in managing and working with a wide range of event suppliers with the ability to oversee, devise and manage operational procedures to the highest standards, domestically and internationally</p>	<p>Experience in a similar role, preferably within not for profit chart or unique venue</p> <p>Experience with dealing with members of the legal profession or judiciary</p> <p>Particular experience of the CiviCRM database</p>
Skills	<p>Excellent interpersonal skills at all levels and evidence of ability to influence decision-making and builds excellent rapport with members and colleagues</p> <p>Ability to communicate effectively and appropriately with people at all levels (ranging from students, senior barristers, judges, distinguished individuals from various backgrounds), and to remain at ease in a high profile environment</p> <p>Excellent prioritisation and time management skills with ability to work under pressure and to tight deadlines</p>	
Qualifications	Educated to degree level or above	

Please note that the list of duties here is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.