



Membership Officer

The Honourable Society of the Middle Temple - City of London

Salary £30,000 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 **Sunday 7 July 2019**.

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: Membership Manager

Tenure: Permanent

Line manages: N/A

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) To organise the Middle Temple UK Circuit Visits in conjunction with the Director of Development including travel etc.
- ii) To be prepared to assist with and attend the Inn's Amity Visits Abroad
- iii) Management of the Inn's Chambers Reps across the country, ensuring that they continue to work closely with their Circuit and the Membership Department
- iv) Acting as a Deputy Editor of the Middle Templar magazine, overseeing the layout, appearance, content of articles, artwork, design and photography for the magazine, in conjunction with Membership Services Coordinator, as well as managing the magazine finances, ensuring that expenditure remains in line with the agreed annual budget
- v) To be an internal champion of the Inn's CiviCRM database
- vi) Management of the Inn's marketing materials, including eNewsletter campaigns, posters and Membership publications
- vii) Management of the Inn's Survive and Thrive Series
- viii) Management of the Inn's Podcast Series
- ix) To develop and maintain effective membership processes
- x) To plan and deliver strategies to encourage continuing engagement and re-engagement with members
- xi) To lead on the development on the new website project and ensuring that Member information is consistent and up to date online
- xii) To sit on the Inn's Membership Committee in the capacity of minute taker
- xiii) Creation and management of the Inn's Members Survey, ensuring that follow up plans are put in place following the collation of feedback
- xiv) 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
- xv) To oversee and organise the fundraising and organisation of Middle Temple's London Marathon runners
- xvi) To control the Membership drive, ensuring information is stored in line with the Inn's records retention policy

- xvii) 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 Director of Membership and Development and Membership Manager
- xviii) May be required to work flexible hours, including occasional evenings and weekends

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>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 Millers databases</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>	<p>Experience of Minute taking and writing agendas for committees or meetings</p>
Qualifications	Educated to degree level or above	