JOB TITLE: FELLOWSHIP OFFICER

JOB SUMMARY

Responsible for overseeing and providing direction on all National 41 Club events namely:

- National conference
- Caravan Rally
- Car rally
- Walking weekend
- National Sports and Social Weekend
- Motorcycle Rally

Responsible for managing and developing the Association's member benefits scheme.

RESPONSIBLE TO

National President

DIRECT REPORTS

Fellowship Committee
National event organisers

RESPONSIBILITIES AND DUTIES

- Oversee and authorise all National 41 club events on behalf of the Association ensuring that they provide value for money for attendees.
- Provide direction and support to event organisers.
- Liaise with the National Communications Officer to promote all National events.
- Scrutinise all bids that are received in respect of national events, ensuring that event organisers have a fully costed budget and are set to break even before any decision is made that the event may proceed.
- Ensure that we have sufficient interest to run future National events, always planning 2 years ahead.
- Organise and manage the Fellowship Committee
- Manage the Association's member benefits scheme
- Seek to further enhance the Association's offer in relation to member benefits.
- Exploit revenue generating opportunities from member benefit scheme Partners.
- Promote our member benefits scheme widely to our membership.
- Responsible for the Regalia policy of the Association and control the use of the insignia of the Association.

- Provide regular updates to the Management Board on all events, activities and member benefit schemes.

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders.
- Ability to think creatively
- Ability to take personal responsibility and have the confidence to make difficult or potentially unpopular decisions.
- Ability to exercise judgement around sensitive issues.

Desirable

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Key Activities

- As a member of the Management Board implement decisions made by Board Members and carry out the business of the Association.
- Be responsible on behalf of the Association for the National events promoting widely across our membership.
- Be responsible for our member benefits scheme maximising income generation opportunities.