JOB TITLE: NATIONAL MEMBERSHIP AND ROUND TABLE LIAISON OFFICER

JOB SUMMARY

Responsible for implementing the agreed membership strategy with regard to both existing and potential members of the Association. There is also a requirement to ensure that all activities with regard to membership services are in line with the agreed strategy.

RESPONSIBLE TO

The National President

DIRECT REPORTS

Membership Committee

RESPONSIBILITIES AND DUTIES

MEMBERSHIP

- Develop, implement and maintain a recruitment and membership strategy to encourage new members, encourage retiring Tablers to join 41 Club (including XRT Club where appropriate) and retain existing members.
- Ensure that the recruitment and membership strategies meet the needs of both the differing member and potential member profiles.
- Manage new groups wishing to be affiliated to the Association and disaffiliations of existing clubs, providing guidance and support to them in relation to the processes and requirements.
- Be accountable for the design, planning and delivery of membership workshops each year.
- Liaise with the Fellowship Officer to ensure that the membership strategy, member benefits scheme and programme of events remain attractive to our members.
- Ensure there is a process that engages with and understands member priorities currently and in the future
- Organise and manage the Membership Committee, including holding regular meetings.
- Liaise with the Communications Committee to ensure that the Association communications strategy is always in line with the Membership strategy.
- Assist the Communications Officer with all promotional material (on and offline).
- In conjunction with the I.T. Manager and National Councillors, ensure that the Association's membership database is accurate
- Provide ongoing data and analysis of the membership, including accurate projections of numbers of members and clubs.

ROUND TABLE LIAISON

- Assist groups of Ex-Tablers to form new 41/Ex-Tablers/XRT Clubs in affiliation with the Association.
- Encourage unaffiliated Clubs to affiliate to the Association.

- Liaise with RT regarding membership matters
- Ensure a strong and ongoing relationship with the RTBI National Membership Officer, including sharing of workshop and media initiatives, as well as ongoing membership numbers.
- Attend and participate in RT family meetings and RT events.

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Excellent interpersonal and communication skills, and the ability to build rapport and credibility with a wide range of stakeholders.
- Ability to think creatively
- Strategic thinking and planning skills.
- Ability to listen
- Ability to inspire and motivate people

Desirable

- Some experience of communication strategies

Key Activities

- As a member of the Management Board implement decisions made by the Management Board.