

MEMBER ENGAGEMENT COORDINATOR: JOB DESCRIPTION

Post	Member Engagement Coordinator
Term	12-month contract with potential for extension
Salary	Salary scale 10-13 starting at £25,916 and progressing to £29,607 pro rata plus 6% pension contribution. Pay award pending.
Hours	30 hours per week by arrangement.
Role	The Member Engagement Coordinator will focus on supporting the annual cycle of administration and communications for CIfA's network of Area and Special Interest Groups. The post-holder will develop a clear understanding of CIfA governance and strategic plan documents to ensure that Groups meet these requirements.
Responsible to	Membership Manager
Place of work	Working from home with occasional travel to the CIfA office and to attend meetings

Main duties and responsibilities

- Assist in ensuring that Groups are meeting the annual constitutional and governance requirements of the Institute
- Work closely with Group committees to ensure that their business plans or other activities contribute to the Institute's strategic objectives
- Act as the first point of contact for all Group committees and encourage committee member engagement through CIfA communication channels
- Ensure relevant sections of the Groups Toolkit and website are up to date
- Ensure that database records relating to Groups are accurate and up to date
- Attend Group committee meetings and events as necessary
- Working with other staff members to ensure that Group activities and the benefits of engaging with professional networks is actively promoted
- Carry out any other duties as required from time to time

MEMBER ENGAGEMENT COORDINATOR: PERSON SPECIFICATION

Essential	Preferred
<i>Education, knowledge and skills</i>	
demonstrated workplace experience relevant to the role	an understanding of Cifa
good communication and presentation skills	an understanding of the role of professional institutes
administrative skills and experience	
demonstrated time and task delivery	demonstrated competence in working to conflicting deadlines
analytical skills and attention to detail	
IT experience, especially MS Office and regular use of databases	an awareness of GDPR
confident with the use of social media and websites	an interest in the historic environment sector
an understanding of strategic and business planning	
demonstrated ability of working and communicating with volunteers	working with volunteers in a business environment
<i>Behaviours</i>	
personal commitment to CPD and the maintenance of professional standards and behaviour	demonstrated competence in working within a dispersed team
ability to work effectively on your own and as part of a team	attended specific training courses to develop skills and expertise relevant to the post
a tactful and diplomatic working manner	demonstrated ability to manage a range of diverse tasks and demands
able to represent the organisation externally	

Training will be provided