

MEMBER ENGAGEMENT COORDINATOR: JOB DESCRIPTION

Post	Member Engagement Coordinator
Term	Permanent
Salary	Starting salary of £30,000 and progressing to £35,540 pro rata after 12-month probation period, plus 6% pension contribution
Hours	15 per week by arrangement.
Role	The Member Engagement Coordinator will work closely with CIfA Groups, Networks and volunteers to support the planning and delivery of events, strengthen member engagement, and ensure activities contribute to the Institute's strategic goals. You will build positive relationships with committees, coordinate communications, and champion the benefits of professional networking and CPD.
Responsible to	TBC
Place of work	Working from home with occasional travel to attend meetings and events

Main duties and responsibilities

- Work closely with Group committees to develop and review business plans or activities, ensuring that they contribute to the Institute's strategic objectives and 3-year plan.
- Act as the first point of contact for all Group committees and Network volunteers and encourage committee member engagement through CIfA communication channels
- Support Group committees and volunteers to deliver networking and CPD events to encourage engagement. Review Group business plans, meeting minutes and annual report to identify opportunities for these.
- 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 to support the work of the Groups and Networks, including occasional events held outside normal working hours.
- Work with other staff members to successfully promote and deliver Group and Network activities and events and ensure that the benefits of engaging with professional networks are actively promoted
- Monitor membership and engagement data to inform our work
- 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 competence in working to conflicting deadlines
experience of planning, coordinating and delivering projects, events or workstreams to agreed objectives and timescales.	an awareness of GDPR
demonstrated ability to use initiative and make sound decisions within agreed procedures	an interest in the historic environment sector
experience of working within established procedures, policies and regulatory requirements.	working with volunteers in a business environment
analytical skills and attention to detail	
IT experience, especially MS Office and regular use of databases	
confident with the use of social media and websites	
an understanding of strategic and business planning	
demonstrated experience of coordinating, supporting or guiding volunteers or colleagues	
<i>Behaviours</i>	
personal commitment to CPD and the maintenance of professional standards and behaviour	demonstrated ability to work independently as part of 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