Person Specification: MEMBERSHIP OFFICER – SALES and promotion

Please highlight how you meet the person specification by completing the table below.

|  |  |
| --- | --- |
| **Skills and Abilities** | **Evidence** |
| Excellent and inclusive written and verbal communication skills - understanding the need for clarity being adaptable with communication to suit varying audience needs. |  |
| Competent in the use of Microsoft Office with a confident and independent approach to learning new systems. |  |
| Able to work independently, remotely if required, as well as being part of a team. |  |
| Understanding and commitment to diversity, inclusion and equal opportunities. |  |
| A commitment to excellent administrative basics, responding to emails, keeping diaries up to date, escalating issues and risks, working collaboratively with the team and keeping line managers/programme managers up to date with activities and progress. |  |
| Ability to project manage – plan and work towards target and objectives within agreed timescales, prioritising workload to meet deadlines. |  |
| **Knowledge** | |
| Basic knowledge and understanding of the requirements of a membership structure to support a diverse community. |  |
| **Proven Experience** | |
| Promoting and communicating with (existing or potential) customers to achieve measurable outcomes. |  |
| Planning and delivering improvements to membership/customer products and services. |  |
| Co-ordination and management multiple projects simultaneously to success, developing innovative ideas and putting them into practice. |  |
| Track record of developing positive & productive working partnerships. |  |
| **Personal Disposition** | |
| Strong desire to excel at whatever task is at hand, seeking to achieve high levels of professionalism and quality standards |  |
| Ability to maintain a positive outlook. |  |
| A passion for growing a community. |  |
| Enjoy working with people. |  |
| Personal integrity and the ability to invoke trust and respect from others |  |
| Personal commitment to continuous professional development |  |