

Networks and Membership Officer (Ealing and Hounslow)

Job Description

Job Title: **Networks and Membership Officer (Ealing and Hounslow)**

Pay Scale: £26,706 incl. OLW allowance (Band 29)

Hours: 30 hours per week
(Pro rata per annum for 30 hours £22,890)

Line Managed by: Fundraising and Projects Manager

Purpose of the Post

- To Coordinate Ealing Community Network (ECN) and Hounslow Community Network (HCN) meetings and events and support the delivery of ECN and HCN work plan.
- Maintain and update ECN and HCN membership databases and proactively recruit new members.

Main Duties and Responsibilities

Meeting/Forums/Networks

- To host regular forums and network on behalf of ECN and HCN
- Organise voluntary and community sector (VCS) representation on decision making platforms and encourage wider VCS involvement in local decision making
- Identify and organise relationship building opportunities between VCS groups and with the local council.

Membership

- Design and deliver effective membership recruitment campaigns
- Be the first point of contact for membership, responding to enquiries in a timely and professional manner
- Produce literature to promote membership and be involved with other aspects of membership marketing
- Ensure the membership database is updated on a regular basis.

Communication

- Compose monthly Hounslow e-news and bi-monthly e-news.
- Maintain, update and compose content for the ECN and HCN websites.
- Compile and arrange distribution of a printed newsletter.
- Developing engagement and communications with the members to improve the range of services to members.

Monitoring and Evaluation

- To maintain appropriate records, statistics and performance data to collate monitoring reports
- To assist in implementing systems of data collection as part of monitoring and tools for evaluating services being delivered.

Other Duties

- Assist in producing communications for Ealing CVS including leaflets, reports and press releases
- Assist in supervising volunteers
- Assist where required on funding bids
- Undertake other related project duties as may be required.

Corporate Responsibilities

- To ensure Equal Opportunities and all other ECVS organisational policies are actively implemented and adhered to in all areas of your work
- To work with ECVS staff and volunteers towards the effective achievement of the organisation's objectives
- To ensure all volunteers working with you are given appropriate induction and to provide information and support for all volunteers working for ECVS.

Location

The role will be based at the Ealing and Hounslow offices and you will be required when needed to travel to the Hillingdon office.

Management and Support

The postholder will be employed by Ealing CVS and supervised and managed by the Fundraising and Projects Manager. The postholder will participate in regular supervisions with their Line Manager. An individual induction and training plan will be agreed.

Terms and Conditions

The postholder will be employed for **30** hours per week. The post is offered at a salary of £26,706 incl. OLV allowance pro rata per annum for 30 hours **£22,890**.

The postholder will be entitled to 28 days' paid leave pro rata annually inclusive of three of the public holidays. You will be entitled to take any additional public holidays with full pay. A

flexible hours scheme will operate (subject to the demands of the service) and the postholder will be expected to attend occasional evening and weekend meetings. Time off in lieu or additional hours will be offered for any additional hours worked.

Person Specification

ESSENTIAL

- Experience organising and facilitating community meetings and events
- Experience of partnership working with voluntary and community groups and /or public sector organisations
- Experience in digital communications including using social media, updating websites and compiling digital newsletter
- Experience writing content for websites, reports, newsletters and social media platforms.
- IT skills including using databases and Microsoft Office packages Word, Excel, Power Point and Outlook
- Understanding of the voluntary and community sector and its relationship with local statutory bodies
- Strong interpersonal skills and a friendly, approachable manner
- Experience promoting events and projects
- Ability to coordinate activities across a number of projects
- Understanding of GDPR and other regulatory compliance issues that affect data management and utilisation.

DESIRABLE

- Experience of delivering training sessions
- Experience supervising volunteers
- Experience in producing publicity materials.