

<b>Job Title:</b>	Membership Coordinator
<b>Reporting to:</b>	Managing Director
<b>Place of work:</b>	AoU Offices, London EC1 or off site as agreed
<b>Salary:</b>	£29,500 FTE

## Overview of the role:

Maternity cover starting in March for the Membership Coordinator. To act as the main contact for member enquiries, develop and execute strategies to retain and recruit new members, and support the Exec Team generally.

## Key responsibilities:

- To proactively and efficiently coordinate AoU membership relations
- To monitor and update the Academy's membership database
- To assist in implementing the AoU membership strategy; support growth and development of membership networks
- To aid in the smooth delivery of day-to-day organisation and office functions

## Core tasks:

- To coordinate and monitor the Academy's membership; field and respond to queries; maintain databases
- To proactively enhance relationships with members
- To coordinate and assist with events and activities such as Congress in Utrecht
- To prepare reports as required
- To assist the Finance Manager with invoices, statements and chasing payments
- To liaise with AoU staff on membership activities, budget and other issues
- To attend Young Urbanist Steering Committee meetings
- To offer administrative support including event assistance and website updates

## Person specification:

The Membership Coordinator will need to be able to manage a high workload with constraints on time and budget. Successful candidates for this post will therefore, ideally, possess the following qualities:

- Demonstrated experience in database management
- Experience in project management and the ability to meet deadlines
- An ability to manage a varied workload, think strategically, anticipating future developments
- Effective verbal and written communication skills
- Initiative and independence to deliver with minimal supervision as well as working as part of a small team
- Conscientious, organised and a lateral thinker, able to collaborate with AoU staff, members and other stakeholders
- Proficient in using Microsoft Office, with a particular emphasis on Excel
- Ability to take good and accurate meeting notes and to report back on meeting content
- Willing to occasionally undertake some travel and to stay away for a few days at a time with prior arrangement

## To apply

Please send a CV and covering letter to Christine Smallwood, Managing Director at [csmallwood@theaou.org](mailto:csmallwood@theaou.org)