Membership Development Manager

The UK Environmental Law Association (UKELA) is the UK’s leading networking and events organisation for environmental law professionals. Our aim is to improve understanding and awareness of environmental law - to make better law for the environment. We are a membership organisation and we run events and training, respond to government consultations on environmental law issues and provide information to the public on environmental rights and responsibilities. This is a part-time post in a friendly, home-based team offering 3 days per week (7.5 hours per day).

Principal Accountabilities

Membership & Finance
- Administer membership processes, including renewals, Gift Aid claims, the membership database and member queries, ensuring compliance with best practice on data protection standards
- Administer finance activities in support of the Executive Director and Treasurer, including all incoming revenue (via the bank account and other sources such as online payments) relating to all income received; inputting into the online bookkeeping system and preparation of documentation for the monthly payment run.
- Provide efficient, effective administrative support to UKELA’s volunteer and member networks
- Lead on membership development which will include activities such as marketing membership to target sectors, liaising and working with UKELA’s membership development group and understanding trends in membership retention across different membership types.
- Compile and review databases to support marketing during the annual renewals period
- Line management for Communications Co-Ordinator
- Provide support to the Executive Director on day-to-day activities

Student activities
- UKELA offers an extensive range of activities for students including membership, competitions, careers advice and the opportunity to be involved in all aspects of the organisation. This role is responsible for delivering our two key student competitions and supports our student working party in overseeing and implementing the student programme, liaising with other volunteers and organisations as appropriate.

Fundraising
- Prepare fundraising bids as they become available and manage fundraising campaigns.

Person Profile

Candidates must demonstrate:

- Relevant qualifications and work-based experience suitable to a wide-ranging administrative role
- Previous experience of CRM systems or similar, along with a willingness to undertake some on-the-job training as required
- Strong IT skills used in a flexible and efficient way to support a wide range of organisational tasks
- Good communication skills, both written and verbal
- Good numeracy skills to support administrative and data-entry aspects of finance systems
- Experience of events support and project-based, collaborative working
- A proactive attitude to work, with a strong commitment to member and stakeholder relations

Candidates should also be able to provide evidence of:
• An interest in the environmental and/or legal field
• Flexibility in their approach to work, consistent with the needs of a small, home-based staff organisation with a large volunteer network
• Aptitude for hosting or introducing webinars and online conferences; or a willingness to learn
• Fundraising experience

Work Pattern, Remuneration & Benefits

• 3 days per week (7.5 hours per day)
• Salary c. £23,000 pro rata for a suitably experienced candidate
• Matched employer pension contribution of 5%
• Annual leave: 17 days plus usual bank holidays
• Home-based role, with IT and communications equipment provided or contribution paid towards costs, as appropriate to candidate’s circumstances

Application and Interview Timetable

• Closing date for applications: Friday 18 March 2022 at 12 noon
• Provisional dates for interviews in London or online week beginning: Monday 28 March 2022
• Start date: as soon as possible after interview
• Applications must consist of your CV and a concise covering letter and be sent to info@ukela.org

Further Information

UKELA is an equal opportunity employer. Please call Executive Director, Alison Boyd, on 07305 101675 for an informal discussion. References will be sought if you are called for interview.