**Membership Service Administrator (temporary role)
The Honourable Society of the Middle Temple - City of London
Salary £23,500 per annum (pro-rata)**

**Hours – 37.5 hours a week (may be required to work flexible hours, including occasional evenings and weekends)**

Steeped in history, Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members’ organisation for barristers and provides them with various services and amenities.

In this role you will work in the Membership Department to offer valuable organisational support for the Inns’ members. Key components of this varied role will include diary management, letter writing, updating the Inn’s new database - ensuring that procedures are followed to maintain and improve data accuracy, supporting the Events team in the planning, development and delivery of key annual events and initiatives; while liaising with other departments. Occasional secretarial duties will be required to support the Inn’s Director of Membership and Development.

Substantial experience of high quality administration and organisation is required, with previous experience in an events planning/membership organisation useful. You will be intellectually able with the ability to communicate clearly and fluently. You will be a natural collaborator with well-developed interpersonal skills, who is comfortable in the company of very senior professionals, and an IT-literate multi-tasker capable of working independently to prioritise requirements and juggle an ever-changing workload. Experience of working with CMS databases is essential.

To apply, please send a letter with your CV explaining how you qualify for the role and what you would bring to it, to Sophie Frankis at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Friday 20th October 2017.**

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.

**JOB DESCRIPTION**

**Job Title:**  Membership Services Administrator

**Department:**  Membership

**Reporting to:** Membership Manager

**Location:** Middle Temple, Treasury Office, Ashley Building, Middle Temple Lane, London, EC4Y 9BT

**Tenure:** Fixed Term Contract until 15 December 2017

**Line manages:** There is currently no line management responsibility for staff

**Hours:** Full time office hours, 37.5 per week with some flexibility required

**Key Objectives**: To provide excellent administrative support to members of Middle Temple, administration of Bench and member records on the Inn’s database; and to participate/lead in projects as appropriate.

**AREAS OF RESPONSIBILITY**:

1. **Database administration and Bench/Member records**
* Administration of Bench and member records on the Inn’s database.
* Maintaining and updating Bench profiles on the website.
* Checking Legal News and Judicial Updates in order to updated member records on the Inn’s database.
* Administration of the Inn’s communication preference updates on the database, ensuring that data protection laws are adhered to
* Any other data enrichment or data validation services as required to increase the accuracy on member records
1. **The Middle Templar**

Responsibility, under the editorial control of the Director of Membership & Development, for the coordination of material and production of the Inn’s annual magazine, *The Middle Templar*, including:

* Administering and adhering to the agreed timetable for the production of the publication
* Liaising with members of staff who are responsible for various sections of the publication
* Liaising with contributors and sending out briefings which include word count and deadlines
* Seeking advertising where appropriate and as directed
* Collating articles to send to the designer
* Liaising with designer and publishing house to oversee the artwork, layout, pagination, appearance and content of articles
* Assisting with the editing of article contributions to ensure consistent house style
* Seeking and researching rights and permission to use various material such as images
* Working alongside the Director of Membership & Development to ensure the publication is distributed to all members in a timely and cost-effective manner
* Ensuring that budget parameters are adhered to
1. **Social Media**

Join responsibility with the departments other Membership Service Administrator, and under the leadership of the Membership Manager, for the coordination of the Membership department’s social media. To include:

* The creation of a social media campaign for each and every Domus and Membership event
* Monitoring, updating and using Twitter to release information about the Inn’s flag list
* Using Twitter to release ad-hoc information relevant to the Inn’s membership
1. **Members’ Survey and Members’ Guide**
* Administering and adhering to the agreed timetable for the production of the publications
* Liaising with departments who are responsible for various sections of the publications
* Liaising with designer and publishing house to oversee the artwork, layout, appearance and content of the publications
* Working alongside the Membership Manager to ensure the publications are distributed to all members in a timely and cost-effective manner
1. **Supporting Colleagues**

Maintaining close working relationships with other members of the Membership Team, including the Membership Manager and Director of Membership and Development, and providing cover for team colleagues as necessary.

1. **Other**
* Undertaking any other duties that may be required from time to time, including, for example, working on new projects and initiatives, and occasional secretarial work for the Director of Membership and Development.

**PERSON SPECIFICATION:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A levels or equivalent education | University level degree or equivalent |
| **Background/experience** | Solid administration background.Proven experience of coordinating formal committee meetings including planning, support and delivery.Proven experience of working effectively for demanding stakeholders at board level. |  |
| **Skills** | High-level organisational, planning and administrative skills with the ability to manage conflicting and competing demands effectively. Highly proficient in all Microsoft programmes, particularly Word, Outlook and Excel.Previous experience working with database programmes.A very high standard of written and spoken English. Strong attention to detailExcellent communication skills, both oral and written. Excellent time management skills and the ability to prioritise an ever-changing workload | Experience of designing, and publishing marketing and communications material, ideally membership publications. |
| **Personal qualities** | Highly customer service-oriented.Calm under pressure, patient and measured.Exceptional team player with the ability to collaborate effectively with people at all levels. Additionally, gain trust and confidence of colleagues and sustain positive relationships. Ability to use initiative to solve problems and find resolutions. Discretion and tact. |  |