

## Membership Coordinator

Reporting to the Membership Manager

More information: [www.eacr.org/newjob](http://www.eacr.org/newjob)

	<b>Purpose of the Role:</b> To provide support across the breadth of the EACR team with a focus on supporting the EACR's membership activities.	
1.	<b><a href="#">Membership</a> (click here for more info)</b> <ul style="list-style-type: none"> <li>Support the Membership Manager in processing new applications for membership, providing information and advice to applicants, interrogating the database and trouble-shooting issues</li> <li>Contribute to work to develop the membership database and the online application process</li> <li>Process National Society membership updates, checking duplicate accounts do not exist and ensuring the database remains accurate and up to date</li> <li>Support the Membership Manager with the organisation and delivery of the monthly free-to-member webinars</li> <li>Support the Membership Manager with the creation and ongoing development and maintenance of EACR member benefits such as the mentoring scheme</li> <li>Maintain and update member recruitment and retention emails and online packs. Monitor and record open and click rates.</li> <li>Draft and send post-event online surveys and review results</li> <li>Provide other support to the membership function as needed</li> </ul>	70%
2.	<b>Membership Communications</b> <ul style="list-style-type: none"> <li>Assist the Communications and Marketing Manager in creating and sending the fortnightly Mailchimp email bulletin to EACR members and subscribers, and draft membership-focused articles for the bulletin.</li> <li>Draft articles and invite contributions from National Societies for The Cancer Researcher Magazine</li> <li>Be responsible for occasional 'free conference registration' giveaways to EACR members: advertise free registrations in the email bulletin, set up the application form, allocate free places and correspond with the winners</li> </ul>	25%
3.	<b>Other</b> <ul style="list-style-type: none"> <li>Be responsible for packing and shipping promotional materials for all EACR in-person events, planning shipping deadlines in advance and liaising with couriers to book services</li> <li>Attend EACR conferences and other external events as an EACR representative, as required</li> <li>Any other duties appropriate to the job level and as required by the Chief Executive Officer</li> </ul>	5%

## **Person Specification**

### **Essential:**

- Five GCSEs (including English and mathematics) at Grade B or above, or equivalent
- A levels or equivalent Level Three qualifications
- Outstanding organisational skills
- Exceptionally good communication skills
- Proficient in Microsoft Office, particularly Word and Excel
- Highly organised with the ability to work to competing deadlines and to manage own time effectively
- Meticulous attention to detail
- A true team player
- Strong interpersonal and customer service skills, with a patient, friendly, proactive and tenacious approach to getting things done
- Willing and able to undertake some international travel and to occasionally work outside of normal office hours

### **Desirable:**

- Undergraduate degree
- Work experience in an administrative role
- Experience of working in a charity or not-for-profit organisation