



# Membership Manager

## About us

The British Ecological Society (BES) was the first ecology society to be established anywhere in the world.

We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries. We foster the study of ecology and support the ecology community at all stages of their careers through our journals, meetings, grants, and education and policy work. Our vision is for nature and people to thrive in a world inspired by ecology.

# About you

We are seeking an enthusiastic and self-motivated membership professional with excellent customer service skills and experience working for membership organisations. You must be an excellent team player and you will also need to have good IT and Microsoft Office skills, preferably with some experience and knowledge of using CRM systems.

You may be an existing Membership Manager looking for a new challenge, or a Membership Officer/Assistant looking to develop to the next level.

The successful candidate will become part of a wider staff team seeking to excite and inspire our various audiences in ecology at a time when our science has never been more relevant.





## About the role

Reporting to the Director of Communities and Inclusion, the Membership Manager will lead the membership team to

- Support the British Ecological Society (BES)'s overall strategy through the delivery of the membership project
- Support the day to day work of the membership team in growing membership, reaching new audiences and increasing income generation.
- Work with the Director of Communities and Inclusion and across the directorate to monitor strategic performance indicators.
- Provide expertise to the Society in areas of membership and data management
- Support the Senior Leadership Team, attending meetings as required
- Work with the Chair and members of Membership Committee to ensure that the BES meets its strategic goals in membership acquisition, retention and engagement

**A full job description, including person specification and competencies is available [here](#).**

*Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.*





## Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).





## BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Generous training budget (after probation)
- Cycle to work scheme (after probation)
- Season ticket loan

## Hybrid Working

BES staff are based at least 3 days per week at our office near Old Street in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, Nespresso machine, and regular social activities.

In July 2023 we launched an exciting trial of the '4-day Work Week', available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.

## Further information

Contract: Full-time, 12-months

Salary: £42,000 per annum

Working pattern: Full-time 35hrs Mon-Fri | We are currently running a trial of the 4-day work week; staff can opt to work 32hrs over 4 days each week at no loss of salary

Location: Hybrid | We ask that staff spend at least 60% of their time at our London office

Closing date: This position will be closed on the 29th January or earlier if we receive a suitably appointable number of candidates

Interviews: Interviews will be held as applications are received. Interviews will be conducted over Microsoft Teams, with at least 3 working-days notice

## How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

