



Member engagement and events officer

Job Description

Title	Member engagement and events officer
Reporting to	General secretary/CEO
Employer	The National Society for Education in Art and Design
Salary	£26-30,000 per annum, pro rata, plus pension contribution
Location	Working remotely, with some UK travel required
Working hours	0.6, 21 hours per week. Usual working hours are Monday to Friday, 09:00 to 17:00. Occasional working may be required outside of these hours, for which TOIL is granted.
Holidays	28 days (pro rata), plus bank holidays
Term of contract	One-year fixed term in the first instance: Immediate start
About NSEAD	<p>As the voice of art, craft and design education, NSEAD is unique. Established in 1888, it is the only trade union, learned society and professional body for art, craft and design educators across the UK. We aim to be an inclusive organisation that promotes diversity and equity, fully representing different cultures, backgrounds and viewpoints.</p> <p>Our priorities are to grow our membership through attracting new members and to deepen our impact, whether that is helping members achieve improvements at work, supporting their professional development or changing the policy environment which affects them.</p> <p>Diversity is an important value for NSEAD, and as an organisation we are passionate about promoting equity at work and are committed to it for all our staff. We would be particularly interested in</p>

	applications from candidates who are underrepresented in the workplace.
Overview of the post	NSEAD is looking to recruit an energetic, sociable and engaging individual to work with existing, and attract new, members in order to achieve our mission to protect and promote the professional interests of art educators throughout the UK. This member-facing role is an exciting opportunity to make a positive contribution to the art education community, and play a key role in the growth and expansion of NSEAD.
Purpose of the post	<ul style="list-style-type: none"> • Ensure our diverse community maximises the value of their membership, and extend and strengthen existing relationships, groups and networks • Engage, grow and retain a diverse and inclusive membership • Develop and coordinate our programme of accessible, desirable professional development events • Develop and coordinate ways to regularly interact and engage with members online • Generate income through our events programme
Duties and responsibilities	<ul style="list-style-type: none"> • Develop and promote member services and benefits • Gain member feedback and evaluate the impact of our offer for members • Signpost information, advice and guidance for members and non-members • Build opportunities to engage and interact with members and non-members alike • Be guided by the membership recruitment strategy to work closely with NSEAD staff and networks • Find and create content that will generate membership interest and participation in NSEAD's strategic priorities • Collect and analyse data to identify membership trends and evaluate events • Contribute to the development of house style and design, and work within agreed design protocols for all publications • Monitor membership registration and renewals data and contribute to quarterly reports <p><i>Events and networks</i></p> <ul style="list-style-type: none"> • Develop, manage and attend member and non-member events /networks, regionally and across the four nations • Generate income from a dynamic events programme • Identify opportunities and assist with funding bids for event opportunities • Work closely with the digital and communications manager to market events and engage with members, create networking

	<p>materials such as letters, new member welcome packs, newsletters, e-communications, member questionnaires and brochures</p> <ul style="list-style-type: none"> • Work with partner organisations to grow membership, develop training models, and to identify new event and network building opportunities • Liaise and work with NSEAD staff and volunteers to build membership of, and participate in, membership forums
Other	<ul style="list-style-type: none"> • Regular travel may be required throughout the UK • Ability to work some weekends and evenings; time will be given in lieu when appropriate • You will not be directly responsible for budgets, but will be expected to handle and track spending on content, events and other costs related to projects • Report to NSEAD staff and executive board
Benefits	<ul style="list-style-type: none"> • Pension • 28 days annual leave, plus bank holidays • Laptop and phone • Travel expenses • Access to Assistance Programme which offers telephone counselling and a website with useful toolkits. • This post is offered on a one-year, fixed-term basis, with the potential to be permanent after one year, with salary progression subject to meeting and exceeding income targets, subject to annual review

Application procedure

Applicants should complete the NSEAD Application Form – available on the NSEAD website. CVs will **not** be accepted - **nor** should applicants attach CVs or any other supporting documents. No agencies please.

Applications should be **emailed** as follows:

- Application form - completed as required

- Equal opportunities monitoring form (this will be separated immediately from your application form and will be used purely for monitoring purposes)

Applications should be emailed to info@nsead.org to arrive by **Midday on Friday 16 July 2021**

Interview Dates

Interviews will be held during the week beginning 2 August via Zoom

NSEAD will inform candidates whether they have been shortlisted for interview no later than Friday 23 July **2021**. We regret to say that we will **not** be in a position to provide feedback to candidates who have not been shortlisted.