

The Royal Society of Musicians of Great Britain job description

Title: Membership Secretary

Reports to: Chief Executive

Overview

The Royal Society of Musicians is Britain's oldest music charity and exists to provide immediate financial assistance to professional musicians unable to work due to accident, illness or old age. Having been a membership organisation since its inception in 1738, some of the earliest Members include Thomas Arne, Edward Purcell and George Frideric Handel, for whom the Society was a favourite charity. Today, some of the greatest names in the music profession appear among the membership.

The Society currently has 1,700 Members, many of whom take an active role within the organisation, acting as Ambassadors, advising of colleagues in need, recommending musicians for membership and fundraising through concerts and sponsored events. The Society currently keeps in touch with its members at monthly meetings, its AGM and via twice-yearly postal mailings.

Main purpose of the job

The Royal Society of Musicians is at a very exciting stage of development. Having recently moved into its new premises in Fitzroy Square, database systems have been redesigned, and branding and communications are being assessed. The Society's historic Constitution and associated procedures are also being revised and updated, to ensure the Society remains fit for purpose in the 21st Century.

The Society currently has three members of staff. The Membership Secretary is a new role within the Society and will co-ordinate all aspects of the Society's membership to include meetings, events and associated activities. The post-holder will work with the Chief Executive, Chairman and Governors to enable the current membership to develop and grow, ensuring that the Society operates to the highest possible standard whilst establishing a prominent place within the music profession. They will also act as Office and Meeting Room Co-Ordinator and help with the running of the Society's Fine Instrument Scheme.

Main Responsibilities

Enquires and Applications

- Prepare and distribute membership application packs
- Process all membership applications, including liaison with supporting Members
- Prepare membership applications schedule for consideration by the Society's Court of Assistants
- Inform all applicants of the outcome of their applications, preparing and distributing relevant documentation accordingly

Data Management and Communications

- Develop and maintain regular lines of communication with the membership including the Court of Assistants and Area Representatives
- Maintain accurate Members' records, both paper-based and electronic
- Ensure the timely payment of subscriptions, and maintain accurate financial records within the Society's database
- Implement and maintain additional systems for managing the membership if necessary
- Prepare and co-ordinate all Members' mailings, including those associated with the AGM

- Assist in maintaining the Society's online presence
- Produce statistics and short reports
- Liaise with the Casework team and Archivist to ensure the Members are integrated into the Society's wider activities

Print

- Prepare all literature distributed to the membership including newsletters, annual membership lists and membership certificates, liaising with designers and printers as appropriate

Meetings and Events

- Prepare and distribute all documentation for the Members' monthly Sunday meetings
- Oversee the Society's AGM (on the 3rd Sunday in December), including venue-booking and managing the attendance list
- Minute-taking at the AGM and monthly meetings
- Under direction from the Chief Executive, plan, organise and attend Members' events across the UK, organising volunteers if required

Membership Development

- Work alongside the Chief Executive, Governors and Chairman to increase membership numbers
- Initiate and develop relationships with associated organisations including orchestras, opera companies and choirs to promote the Society and its membership
- Attend external events where the membership can be promoted

Fine Instrument Scheme

- Ensure all those borrowing instruments through the Society's Fine Instrument Scheme adhere to their responsibilities and ensure the timely return of all related documentation

Office and Meeting Room

- Welcome visitors to the Society
- Deal with all incoming enquiries
- Open and date-stamp all mail and emails on a daily basis
- Assist in the preparation of papers for monthly Governors' meetings
- Manage the Meeting Room and bookings, ensuring all facilities are appropriately organised
- Replenish office and kitchen supplies as necessary

General

- Undertake any other responsibilities and develop initiatives as reasonably requested by the Chief Executive
- Adhere to the Society's Data Protection, GDPR and Lone Working policies at all times

Personal Specification

Arts and Music

- Musical Literacy
- At least two years' experience and knowledge of working in the arts or charity sector
- At least one year's experience of a project or administrative support role
- Experience of dealing directly with professional musicians or a similar professional group

Project support and administrative skills

- Experienced Microsoft Office and Office 365 user
- Experience of using database systems
- Confident with Social Media and website updating
- Strong written and verbal communication skills with a high standard of verbal/written English and the ability to write letters, reports and other documents
- Ability to proof read copy
- Numeracy skills and the ability to track budgets using excel
- Strong organisational and administrative skills
- Accuracy and attention to detail
- Strong time management skills with the ability to prioritise and meet deadlines
- Flexibility in dealing with changed priorities, initiative and problem solving
- Capacity to manage a busy workload with high productivity
- Ability to assimilate new information and learn procedures
- Commitment to delivering a high standard of work

People Skills

- Consistent high level of customer care and responsiveness coupled with tact and diplomacy
- Ability to deal with people at all levels in a confident and professional manner
- Team player

Desired

- Degree level qualification in music or equivalent
- Creative approach to taking forward ideas initiated by the Chief Executive

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future

Terms and Conditions of employment

Salary:	£24,000
Place of work:	26 Fitzroy Square, London W1T 6BT. From time to time you will be expected to attend other locations for meetings and events
Hours:	Full time (35 hours a week), permanent
Annual Leave:	20 days plus all English national (bank) holidays, plus time off in lieu for Sunday working
Pension:	automatic enrolment pension with 3% employer and 3% employee

To apply for this post, please forward your CV and a cover letter outlining your reasons for applying, previous experience and what you can bring to the job. All applications should be marked for the attention of Charlotte Penton-Smith, Chief Executive and sent to The Royal Society of Musicians either by email (recruitment@royalsocietyofmusicians.org) or post (26 Fitzroy Square, London W1T 6BT).

Deadline: 5.00 p.m. Wednesday 25 April 2018