

Membership Organiser– UK Welcomes Refugees

Reports to: Director of UK Welcome Refugees

Hours: Permanent - 37.5 hours a week (The job holder may have to work evenings and weekends) Funding initially for one year with the possibility of extension.

Based: UK wide (Currently remote working due to Covid-19). Please note some UK-wide travel may be required for attendance at meetings and external events.

Salary – 35K (FTE) including London Weighting

UK Welcomes Refugees

UK Welcome Refugees is a membership organisation for Lead Sponsors, Community Sponsors with resettled families. UK Welcomes Refugees has been established to promote, protect, and build a powerful movement for Community Sponsorship of Refugees in the UK. Joining a nimble and dynamic team, this post holder will have the opportunity to help shape the strategy and growth to ensure we achieve our vision of creating a more welcoming and inclusive society with community sponsorship thriving across the UK.

We are a values-based, passionate, and committed organisation. We believe it is vital to have a strong voice of community sponsorship that can bring community sponsors, sponsored families, lead sponsors and the wider community sponsorship family together to lead the community sponsorship movement forward and see a successful community sponsorship scheme in the United Kingdom and globally.

About the Role

This is an exciting time to join our team as a membership organiser that offers you the opportunity to make a real difference to the lives of thousands of refugees and people working with them. You will primarily be responsible for working with the membership of UK Welcomes Refugees and also helping the organisation widen its membership base.

The ideal candidate will be highly organised, relational, and willing to work with diverse membership. This is a very hands-on role and whilst you will be working with members of UKWR, you will also be required to take on tasks such as organising membership meeting, following up the work with the membership and the wider network.

You will be reporting to the Director of UK Welcomes Refugees and through the Director to the Board and will be expected to manage your workload independently as we build Community Sponsorship Together with members, associates, allies, and partners.

Responsibilities

The main responsibilities are outlined below. This is not an exhaustive list

- Be the first contact person with the membership of UK Welcomes Refugees and work with the membership very closely.
- Work with the Director, Head of Communications and Campaigns, the Council, and the Board to strengthen the participation of the membership of UK Welcomes refugees.
- Work closely with the UK Welcomes Refugees team to proactively identify and lead on opportunities for membership and widen the membership base through recruitment.
- Support our members to strengthen their active participation.
- Organise the membership database and keep in touch with members.

Person Specification

REQUIREMENTS		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Degree or equivalent professional qualification		✓
EXPERIENCE	A minimum of 2 years proven, comprehensive experience	✓	
	Knowledge of the refugee resettlement sector. Knowledge of Community Sponsorship would be a bonus.		✓
	Excellent time management skills, able to juggle a wide range of competing demands	✓	
	A proven track record of delivering and reporting against targets	✓	
KEY SKILLS AND KNOWLEDGE	Outstanding communication skills, both verbally and written, combined with the ability to liaise with members of UK Welcomes Refugees.	✓	
	Ability to work well as part of a team, and maintain effective communication with colleagues	✓	
	Excellent interpersonal skills with the ability to build relationships with members, allies, and partners	✓	
	Proven computer literacy to include MS Office, database software, and other online platforms	✓	

PERSONAL ATTRIBUTES	Exceptional leadership skills, with an ability to enthuse and inspire staff and volunteers	✓	
	A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands	✓	
	An appreciation and respect for different communities; including faith groups and different cultures.	✓	
	A strong commitment to the work of UK Welcomes Refugees, the Community Sponsorship and Refugees Welcome movement.	✓	

Please send your applications to UK Welcomes Refugees via email address, info@ukwelcomesrefugees.org

Your email should include

1. Covering letter – Subject – Membership Organiser
 2. Curriculum Vitae
- Deadline 2nd November 2020 at 23:59 hours.
 - Interviews, the week beginning 9th of November 2020.