

Membership Officer

Job Description

0.4 fte

We are...

The Association of University Legal Practitioners (AULP) is the association for in-house lawyers working in Higher Education. Our members are drawn from in-house teams across Great Britain and Ireland, who wish to share their knowledge and experience to tackle common challenges arising in the Higher Education sector. Working together, we aim to help shape sector-wide responses to emerging issues, provide a safe environment to share technical legal and strategic challenges, and offer peer to peer support for legal teams of all sizes.

AULP supports its members to help the sector operate effectively through an increasingly complex legal and regulatory landscape, identifying and managing risks across the whole range of legal issues Higher Education Institutions face. AULP also creates professional development and career progression opportunities for its members – helping the sector’s lawyers to be the best they can be. We are led by an Executive Committee, who meet monthly with diverse representatives from a range of institutions, in terms of size and geography.

AULP is a Professional HE Services (PHES) organisation, who are a corporate “parent” to seven Special Interest Organisations (SIOs), and between them, these organisations support UK university staff who work in the areas of estates, facilities management, legal, internal audit, commercial and campus services, finance, procurement, strategic planning, and HR.

We are looking for...

A **Membership Officer** to join our team and perform a crucial membership support role for the Association of University Legal Practitioners (AULP). We are looking for a candidate who can work 0.4 fte, but there will be 2-3 weeks a year where we need the candidate to work full time, to support our main conference. Time off in lieu will be given.

The successful candidate will become an essential part of the team, providing administrative support to the AULP executive committee. Working closely with colleagues, you’ll need to work efficiently and with attention to detail, display excellent customer service skills, and relate well to members. You will help organise and run events, manage the database and update the website, and undertake other support tasks as required.

The post-holder reports to the AULP Executive Officer and has no line management responsibilities. This role will be home-based and include some UK travel and occasional overnight stays around key meetings and conferences.

You need to be...

Someone with **first-class organisational skills**, who understands the important role **databases** play in modern organisations, and has a great knowledge of **office IT software**.

Because you will need to...

- Display excellent organisational skills in leading on projects or partnering in others, prioritising tasks, and meeting deadlines.
- Run reports on member data.
- Help manage our member database, and keep it accurate.
- Have a great knowledge of office IT software.
- Work independently, organising and planning your own workload, yet knowing when to seek advice
- Have a sound knowledge of, and be able to implement and maintain, efficient office systems and procedures.

Able to **organise events and meetings** and update website content.

Because you will need to...

- Provide administrative support for the annual conference, including setting up the event on the website, supporting members and sponsors with bookings and payments.
- Arrange meeting dates and venues and liaise with attendees and speakers.
- Support the organisation of the AULP awards process.
- Be available to signpost sponsors to the correct people, as necessary.
- Send out joining instructions for events and meetings.
- Make sure the websites hold accurate event and meeting information.
- Organise travel bookings and accommodation.
- Manage payment for event costs such as catering, room hire etc.
- Prepare and co-ordinate meeting agendas and supporting documentation.
- Set up webinars on topics of interest in partnership with members and external providers (law firms).
- Set up discussion calls between AULP members on discussion topics of interest, as requested by members.
- Attend scheduled events and meetings and deal with enquiries, to ensure they run smoothly.

A friendly 'people person' who can use their **excellent communication and customer-service skills** to provide a great service to members.

Because you will need to...

- Use your first-class communication skills - both written and verbal – to assist members and to build effective relationships and networks.
- Write clear, concise, correct English requiring little editorial input.
- Be a point of contact for external organisations to signpost them to the correct contacts.
- Provide information and guidance to members and enquirers by telephone and email.
- Regularly keep the website up to date with the latest news, event information, resources etc.
- Support with the administration of finance processes / fee chasing, as appropriate.
- Support the activity of the special interest groups.
- Use LinkedIn to promote AULP events and activity.

- Assist with the administration involved in producing a regular member newsletter.

Dedicated to providing **support to the leadership** of the association.

Because you will need to...

- Be available to members to signpost them towards the appropriate people for projects, decisions, etc.
- Attend the AULP Executive Committee and take the minutes for the committee and maintain a record of actions.

A great **team player** who is happy working in a **small team** and willing to share ideas.

Because you will need to...

- Be able to work in a busy team environment, with different colleagues on different days.
- Sometimes work outside normal office hours when organising or attending conferences/events.
- Be positive, persuasive and diplomatic, with the assertiveness and tact to confront under-performance in project participants in a constructive manner.
- Undertake any other duties as directed by the Managing Director, and support colleagues across the PHES organisations as required.
- Commit to observing the organisation's Equal Opportunities Policy at all times.

You might also have...

- Experience of working in a membership organisation.
- Knowledge of the UK higher education sector.
- Been educated to degree level or equivalent.
- Be an advocate for the higher education sector and the role of in-house lawyers within it.

We will offer...

- A 0.4fte home-based post.
- A competitive annual salary at **Grade 4 £23,881 - £27,644 pro rata** dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days' holiday** (pro rata), plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.