**Membership Project Executive**

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| **Job purpose:**  Provide project management and coordination in relation to the cross-team / cross-organisation development, communication and implementation of the engagement, communication and content strategies, the member and section offers, annual segment and section workplans, and other cross-team / cross-organisation projects and initiatives involving membership engagement, communications and content. |

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| **Key Accountabilities:** | |
| * Manage the planning and execution of cross-team / cross-organisation processes, projects and initiatives as assigned involving membership engagement, communications and content, working closely with Head of Membership Engagement and Services, Membership Engagement Lead, Head of Communications and Content and Communications Lead * Manage and execute projects in relation to the cross-team development and communication of the member and section offers * Manage the implementation of other plans and strategies as assigned * Support the effective operations of cross-team groups such as the Strategic Communication Group, editorial group/calendar, enewsletter production, and others as assigned * Liaise with internal stakeholders, solicit input and information, predict resources needed to reach objectives and manage timelines, processes and resources in an effective and efficient manner to ensure that projects are delivered on time and according to accepted criteria * Develop and manage a detailed project schedule and work plan * Provide project updates on a consistent basis to various stakeholders about strategy, plans and progress * Seek input from stakeholders and manage communications in relation to the projects * Utilize industry best practices, techniques, and standards of project management throughout entire project execution and continuously improve the project management process and identify areas for improvement * Propose and implement ideas for the continuous improvement of cross-team / cross-organisation processes, projects and initiatives * Provide other project management support:   + Take meeting minutes / notes and actions and proactively manage follow up so actions are completed on time and to high standard   + Schedule and support meetings: plan, organise, take part, provide topical updates, circulate agenda, prepare papers, actions and minutes * Take ownership of assigned projects and be the first point of call to respond to project and stakeholders’ inquiries and issues * Collate, interpret and analyse data and information and prepare and write reports * Maintain excellent knowledge of the organisation’s business plans, processes, goals and capabilities and use it for efficient and effective project management * Establish excellent day-to-day working relations and processes with Communications and Content, Events, Marketing, Learning and Development, Sponsorship and Partnership, Policy, Public Affairs and within the Membership Engagement and Services Team * Other project management duties as assigned from time to time | |
| **Knowledge, skills and experience**  **Essential**   * Bachelor's degree in business, marketing, communications, public relations or equivalent experience * 2-4 years of project management and related experience * Project management professional certification or equivalent experience * Proven influencing and stakeholder management skills in a complex stakeholder environment * Excellent skills to manage competing priorities across a portfolio of cross-organisational projects while consistently delivering excellent outcomes * Expertise with project management software tools, methodologies, and best practices * Experience seeing cross-team and cross-organisation projects through the full life cycle * Excellent analytical skills, making sense of data and information and report writing * Strong interpersonal and negotiation skills and extremely resourceful * Proven ability to ensure the completion of projects according to outlined scope, budget, and timeline * Experience of organising and contributing to meetings of stakeholder groups * Excellent written and verbal communication skills * MS Office high competency: Word, Excel, PowerPoint * Excellent skills in documenting group discussions and actions agreed * Demonstrates a highly proactive approach * Highly self-organised, self-starter, self-study, quick learner * High emotional intelligence in dealing with people * Able to work with minimum supervision * Flexible and inclined to go “above and beyond” in pursuit of excellence * Expertise in effectively multi-tasking a portfolio of projects with minimum supervision * Expertise with managing a varied pipeline of activities with tight deadlines involving different teams * Experience with co-ordinating event organisation * Expertise with managing competing priorities and the expectations of internal stakeholder groups and customers * Highly personable and self-aware individual with a ‘can do’ attitude * Detail-oriented while also able to keep a bigger picture perspective and pursue strategic priorities | **Desirable**   * Experience with Microsoft Teams * Experience with survey tools * Legal background or education * Experience with membership organisations * Excellent knowledge and experience with Sharepoint |

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| **Planning & Organising** | **Organisation Chart**  Reports to Membership Engagement Lead in Member Engagement and Services Team |
| **Dimensions** Operating environmentFinancial responsibility  **Creative Responsibility**  **Analytical Responsibility**  **Location**  Chancery Lane |
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