



R3 PERSON SPECIFICATION

Job Title	Membership Engagement Executive
Salary/range	£30,000 - £35,000 plus benefits
R3 team	Business Development
Responsible to	Business Development and Relationship Manager
Position	<i>Full time Permanent</i> (after a three month probationary period)
Location	London
Specification agreed by	Chief Executive Officer
Date of last agreed change	August 2019

Criterion	Essential (E)	Assessed by Application (A), Interview (I), Presentation (P) or Test (T)
<u>Education / qualifications</u>		
Bachelor's Degree or equivalent	E	A
Or		
Practical senior work experience within the insolvency profession	E	A
Or		
Proven experience of relevant work experience within a member or trade association	E	A
Evidence of Continuous Professional Development	E	A
<u>Experience</u>		
Experience of working within an insolvency practice or with a trade or membership body.	E	A/I
Experience of managing and providing secretariat support to committees and working groups, including planning meetings and preparing agendas and minutes.	E	A/I
Experience of working with and managing multiple stakeholders, including volunteer committee members.	E	A/I
Experience of working with and managing team members to produce high quality joint work.	E	A/I

Experience of time management and task prioritisation to meet inflexible deadlines.	E	A/I/T
Experience of coordinating and progressing multiple, discrete projects.	E	A/I
Experience of engaging with, and influencing, high level and senior professionals.	E	A/I
Experience of drafting and designing effective member communication and/or policy documents.	E	A/I
Experience of actively engaging with technical subjects in a professional environment for the development of technical events/conferences and guidance materials. Or similar environment	E	A/I
Experience of managing, guiding and supporting the development of more junior members of staff.	E	A/I
<u>Skills, knowledge and attributes</u>		
Ability to communicate effectively and professionally with a wide range of people, in writing, using social media and face to face, both internally and externally.	E	I
Ability to present information effectively, both in written and oral formats.	E	A/I/T
Ability to self-motivate and undertake projects with minimal supervision.	E	A/I/T
Demonstrate a high level of attention to detail across all tasks and projects.	E	A/I/T
Demonstrate effective organisational skills and the ability to manage multiple tasks simultaneously.	E	A/I
Ability to use a variety of computer software packages (including Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook).	E	A/I/T
Ability to maintain a high level of customer service excellence at all times.	E	A/I
Ability to demonstrate an understanding of why diversity and equality are important in employment and service delivery.	E	I
Knowledge of insolvency procedures and regulation in the UK, or the ability to quickly research and acquire such knowledge.	E	A/I
Ability to manage and effectively lead a team in a busy working environment.	E	A/I
Ability to obtain, analyse and present information in a user friendly manner.	E	A/I
<u>Additional contractual obligations</u>		
You will be required to work evenings and away from home on a regular basis (outside London).	E	I