

Job Title:	Membership and Events Assistant
Reports to:	Operations Manager
Salary:	£20,111 per annum plus 5% pension contributions
Hours:	Office hours are 9.30am to 5.30pm Monday to Friday, to be based at our office in Farringdon, London EC1M.
Holiday:	25 days per annum
Notice Period:	1 month
Probation Period:	3 months

The 'Twentieth Century Society' are looking for a **'Membership and Events Assistant'** to join our small team, supporting us with our membership scheme, events programme and general administration.

A registered charity, the Twentieth Century Society is the national amenity society responsible for the study and protection of 20th and 21st century architecture and design. The Society was founded in 1979, as a direct response to growing interest in C20th architecture and to complement the preservation work of the Victorian Society.

Our focus is on preservation and education: campaigning to protect the buildings and design that characterise C20th Britain. Today, we are involved in a number of important campaigns, all of which involve our experts, members, volunteers and supporters. In addition, we undertake casework related to planning applications for listed buildings, as we have a statutory role in the planning system. The C20 Society raises over £300,000 annually to support the Society's mission through a range of activities including: individual and corporate membership, donations, a programme of events including guided tours, international trips and lectures, and the publication and sale of books. The income from these activities is used to fund our campaigns, casework and running costs.

Job Description:

The role of **'Membership and Events Assistant'** is a new role and has been created to provide better support to our members and events delegates, develop these programmes and to support our Office Manager with general office administration.

Main duties and responsibilities:

Membership Scheme:

- Managing the administration of our membership scheme for individuals and corporate partners, using our database Subscriber.
- Developing the growing the membership scheme.
- Processing and posting out membership packs to new members.
- Sending out emails to members to renew their annual membership, using Mailchimp software.
- Managing the administration of the Society's Direct Debit scheme for members.
- Answering any queries regarding our membership scheme by telephone or email.
- Ad-hoc duties associated with the membership scheme.

Events Programme:

- Managing the administration of our event programme including guided tours, international trips and lectures, as programmed by our volunteer Events Sub-Committee.
- Uploading new events to our website for promotion to our members and the general public, including descriptions and images, using our database Subscriber.
- Managing the website booking process and taking payments over the telephone.
- Answering any queries regarding our events programme by telephone or email.
- Managing cancellations and waiting lists.
- Sending follow up emails and feedback forms to delegates and managing responses.
- Ad-hoc duties associated with events.

General Office Administration:

- Managing incoming and outgoing post and couriers.
- Booking meeting rooms and organising refreshments.
- Answering enquires from new potential volunteers and coordinating volunteer administration.
- Ad-hoc general administration duties.

Person Specification:

- Confident with all Microsoft Office packages.
- An interest in a career in fundraising and/or events.
- Confident telephone manner and happy to make contact with people.
- Excellent written and verbal communication skills.
- Extremely organised with excellent attention to detail and ability to multi task.
- Comfortable working both individually and as part of a team.
- Previous administration experience.
- An interest in architecture and the built environment (desirable).

The closing date for applications is 9am Monday 4th July **2022**, and we anticipate that interviews will be held in the following week, with the role to start in September 2022.

To apply: Please send your CV and supporting letter explaining why you are applying for this role at the 'Twentieth Century Society' with the subject line 'Membership and Events Assistant' to coordinator@c20society.org.uk