

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Membership Executive (England)</b>
<b>CONTRACT:</b>	Permanent, Part Time (28 hours per week)
<b>ORGANISATION:</b>	Royal Life Saving Society UK (RLSS UK)
<b>DEPARTMENT:</b>	Membership & Education
<b>LOCATION:</b>	Home/Field based <i>*with regular travel throughout England and to RLSS UK HQ, where required</i>
<b>REPORTS TO:</b>	Head of Membership
<b>SALARY:</b>	£27,308 (Grade E) <i>*Pro-rata for Part Time Hours</i>

### ROLE OVERVIEW

We are seeking a self-motivated, personable, and enthusiastic individual to work as part of a team to support and grow our Branches and our lifesaving clubs as well as developing and grow recognition of and participation in Lifesaving Sport.

Pivotal to the role will be the collaboration with external agencies and clubs in England, to strengthen and publicise our water safety education throughout the region together with supporting the needs of clubs in the region.

### KEY TASKS, ROLES, AND RESPONSIBILITIES

- To build and maintain productive relationships with organisations involved in the field of water safety, particularly with Water Safety England and associated partners including attendance at relevant meetings in coordination with the RLSS UK team
- To actively recruit and increase the number of clubs affiliated to RLSS UK
- To support our Branches and their work in the regions through ongoing communication, sharing RLSS UK updates and feeding back on Branch activities and requirements
- Understand the water safety and drowning prevention geographical landscape across England and actively seek to enhance lifesaving provision in areas of low activity
- In partnership with the Volunteering and Events Team and Sports Committee, continue to develop and grow participation in Lifesaving Sport
- Support clubs to achieve and maintain the appropriate accreditation in line with RLSS UK requirements and policies
- Support clubs to ensure they have the appropriate status, governance, and structure to enable them to be sustainable and effective
- Support clubs, branches and working groups to offer effective pathways for the development of talent, growth, and retention of members
- Support clubs to ensure they are compliant with the safeguarding requirements set out by RLSS UK
- To support clubs to have an affective and appropriate workforce in place, including supporting them to recruit, train and retain
- Contribute to RLSS UK's Equality, Diversity, and Inclusion work to ensure affiliated clubs grow their capability to ensure every community enjoys water safely

- Ability to attend occasional evening events
- Willingness to travel throughout England as required

### **OTHER DUTIES & RESPONSIBILITIES**

- Lead on and support ad hoc projects as required
- Contribute to the successful operation of the charity by undertaking such other tasks as may from time to time be required including all other duties reasonably associated with your role, as directed by the Line Manager.
- To demonstrate and uphold the Society's values and behavioural standards
- Proactively participate in the Society's equality, diversity, and inclusion (EDI) initiatives and training, and to promote a culture of respect and inclusion for all staff and customers
- Ensure compliance with UK GDPR and the Data Protection Act 2018 by complying with internal information governance policies and maintaining up to date as part of RLSS UK's compliance programme.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of areas of activity and responsibility and will be amended in light of the changing needs of the organisation.*

### **PERSON SPECIFICATION**

#### **Essential Relevant Experience, Skills and/or Aptitudes**

- Experience of working with volunteers and sporting clubs
- Experience of planning, prioritising, and managing a varied work programme and number of projects
- Experience of effective liaison with external stakeholders to deliver outcomes and impact
- Able to communicate effectively with people at all ages and all levels
- High level of computer literacy
- Excellent accuracy in numeracy and literacy
- Ability to act on own initiative and to work as part of team with excellent interpersonal skills
- A positive 'can do' attitude
- Hold a Full UK Driving License, or have the ability to travel

#### **Desirable Relevant Experience, Skills and/or Aptitudes**

- An understanding of lifesaving and water safety sector/community
- An understanding of working with branches
- An understanding of the aquatic sector and the structure of lifesaving clubs across the UK and Ireland
- Demonstrable experience of increasing participation in underrepresented groups
- Experience of working with governing bodies
- Sport or Community Development qualification
- Demonstrable experience of running or being involved in a sport club
- Ability to adopt a flexible approach to work to meet the needs of the role

## YOUR STRENGTHS

- **Personable** – You can communicate effectively with people at all ages and levels.
- **Relationship Building** – You can develop positive and long last relations with clubs, organisations, and partners.
- **Flexibility** – You remain adaptable and flexible in the face of unfamiliar or changing situations.
- **Empathy** – You readily identify with other people’s situations and can see things clearly from their perspective.
- **Initiative** – You take independent action to make things happen and to achieve goals.
- **Resilience** – You deal effectively with setbacks and enjoy overcoming difficult challenges.
- **Optimism** – You remain positive and upbeat about the future and your ability to influence it to your advantage.
- **Developing Others** – You promote other people’s learning and development to help them achieve their goals and fulfil their potential.