

JOB TITLE: Membership Officer

REPORTS TO: Director

LOCATION: London, Farringdon

LENGTH OF CONTRACT & HOURS: Part-time (2-3 days per week), days and hours flexible

SALARY: £25,000 pro rata (£10,000-15,000 actual)

HOLIDAY: 25 days (increasing by 1 day for each year worked, up to a maximum of 30 days) plus bank holidays (pro rata)

THE ROLE

The Donor Conception Network is a small charity offering support to families (and prospective families) who are using a donor (egg or sperm) to conceive their children.

We are looking for someone to offer part-time administrative support to the membership team including the following tasks:

Membership

- Sending renewal notices – email and letter
- Processing renewal payments using Xero
- Updating membership records using CiviCRM
- Preparing and submitting the Gift Aid claim monthly
- Answering membership email queries
- Preparing and sending out new member packs

General

- Helping at events
- Processing book orders when needed
- Managing stationery and supplies
- General office support

Skills and experience required

- Data processing experience and aptitude
- Excellent attention to detail
- Excellent organisational skills
- Experienced and confident in Excel or similar
- Good communication skills - both written and oral

Personal characteristics required

- Ability to work independently
- A motivated self-starter
- Comfortable working with a small team in a small office

Desirable but not essential

- Educated to degree level or similar
- Book keeping or accounting experience
- Familiarity with Xero and CRM systems
- Having an understanding of or interest in infertility and/or families created with help of some kind (eg adoption/IVF/donor conception)

What we can offer

You will get training in Xero and CiviCRM software and the renewals and Gift Aid process, as well as support in the role. We can offer a lot of flexibility in days and hours, to fit around other work, studies or family commitments. The office is in a good location in central London, with lots of local amenities and good transport links. This could be a great role for anyone wanting experience of working in the third sector.

We are a small, dedicated team and the office environment is friendly and supportive. The work we do is interesting and hugely valuable and rewarding. This is an exciting time for DC Network as we build on the success of our 30th Anniversary last year. Join us!

TO APPLY

Send CV and covering letter to enquiries@dcnetwork.org . In your covering letter please let us know how you fit the skills and experience requirements as well as what has drawn you to the role. We will be asking for two references, one professional and one personal, and you can provide these on your application or later once your application has been processed and responded to. If you would like to discuss the position before applying, please email our Director, Nina Barnsley nina@dcnetwork.org.

DEADLINE: Midnight Monday, 6th May 2024

INTERVIEWS: Shortlisted candidates will be interviewed and interview dates are provisionally scheduled for 22nd and 23rd May 2024 with a start as soon as possible.

No agency calls please

www.dcnetwork.org

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