

## Job Title

Membership & Events Executive

## Job Status

Permanent / full time

## Salary

£22,000 - £26,000

## Reporting

Head of Membership and Business Services

## Key Internal & External Relationships

Internal	External
Membership & Business Services Manager	Local Businesses
Colleagues	Partner Organisations and Stakeholders
Board of Directors	Sub Contractors/Service Providers
CEO	BCC

## Supervisory Responsibilities

N/A

## Main Duties & Tasks

- Responsible for the planning and delivery of the Chamber's events programme consisting of regular monthly, bi-monthly, quarterly and annual events
- Regularly review our existing events programme with a view to creating new dynamic events in line with agreed objectives
- Self-generate a pipeline of potential sales opportunities and secure new businesses into Doncaster Chamber membership
- Proactively manage, support and retain a caseload of member businesses
- Support the increase in sales revenue from all Chamber activities including sponsorship and advertising
- Engage and build a strong network of contacts from appropriate partners and stakeholders and attend relevant networking events
- Provide regular accurate management information to Line Manager
- Assist with debt chasing and support the department Administrator in all duties to ensure finance data is recorded and updated

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- Support the development of a one team approach
  - Contribute to the production of annual budget forecasting
  - Ensure the successful delivery of all KPIs
  - Always represent the Chamber and its members in a positive manner to partners and stakeholders
  - Develop own knowledge and contribute towards the policy issues pertinent to Doncaster's economic development.
  - Adhere to all policies and procedures at all times.

### Key Performance Indicators

- Delivery of Chamber events programme on time and within budget
- Recruit 2 x new members/month
- 85% client retention achieved pa
- Meet sponsorship financial targets (agreed at appraisal/KITs)
- On target delivery of all financial areas of responsibility

Additional KPI's and tasks may be agreed and added from time to time according to business needs

### Segregation of Duties

Duties and areas of responsibility shall be segregated to reduce opportunities for unauthorised or unintentional modification or misuse of the organisation's assets. In terms of Business Support work the three areas are "Identification", "Audit" and "Claim". No one person can undertake two consecutive tasks.

Signed (Job Holder): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Line Manager) : \_\_\_\_\_ Date: \_\_\_\_\_

Please return a signed copy to the HR Representative and retain one for your information.

*This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.*