



JOB DESCRIPTION

Job title:	Events and Membership Manager
Hours:	Full-time
Term:	Permanent
Location:	FPM Office, Angel, Islington, London, EC1
Reports to:	Head of Membership and Operations
Works closely with:	Head of Policy and Communications, Marketing and Digital Communications Manager, Specialty Training Manager as well as committee members

Main purpose:

The Faculty of Pharmaceutical Medicine (FPM) has 1500 members and has ambitions to grow and deliver more for its members. To help us achieve this, we now need an Events and Membership Manager who will help the organisation to deliver an ambitious agenda to engage, support and grow its membership. This is an exciting new role for the right person to work in a small but dynamic organisation where you can make a difference.

Reporting to the Head of Membership and Operations, you will lead on the planning and delivery of the Annual Symposium, Education Day, Awards Ceremony and a range of other events. You manage the day-to-day membership operations and will also help to develop and deliver an engagement plan to retain as well as attract new members.

The successful candidate will have a strong track record of delivering events as well as experience of helping to increase the membership in a professional organisation or in a similar setting. As this is a new position, it would suit someone with a creative flair who can shape the role to deliver FPM's strategic objectives.

Main tasks and responsibilities:

1. Events production

- Take responsibility for the operational delivery of FPM's events portfolio and be the first point of call for enquires from delegates
- Work with staff and chairs of committees to organise a calendar of meetings, training and events
- Manage multiple events with competing deadlines and deliver to a high standard whilst working under pressure
- Manage FPM resources at external multi-day events and shows
- Build and grow excellent relationships with all key stakeholders, internal and external to ensure the smooth running of events
- Assist the Marketing and Digital Communications Manager in the recruitment and management of event sponsors
- Work with the Marketing and Digital Communications Manager to develop promotional activities for events

2. Membership management

- Take responsibility for the operational management of membership including processing applications, grade changes, membership elections, resignations, annual subscriptions and be the first point of call for enquires from members
- Work with the Head of Membership and Operations to develop and deliver a membership engagement strategy in partnership with the Ethics and Practice Committee
- Act as secretary to the Ethics and Practice Committee including taking minutes
- Work proactively towards agreed membership growth targets and proactively identify and develop projects for member recruitment
- Support the Marketing and Digital Communications Manager in devising and implementing a membership journey tracking system
- Ensure that all FPM materials and activities, external and internal, are consistent with the FPM membership engagement strategy
- Plan and deliver exciting new content for the membership areas of the FPM website and FPM social media platforms
- Manage the provision of information about careers in pharmaceutical medicine, including planning an annual programme of careers events, managing a careers advice database and ensuring that careers materials are kept up-to-date, accurate and in line with FPM branding and style guide

3. General

- Contributing to and supporting the work of the wider FPM staff team, undertaking such other duties as required
- Attending and participating in external meetings when required
- This role will require working outside the usual hours of working and at locations away from the FPM office
- This job description may be updated from time to time in agreement with the post holder

February 2020