



PERSON SPECIFICATION

Position: Events and Membership Manager

Date: February 2020

REQUIREMENTS	Essential	Desirable	Application/ Interview
Education			
Can demonstrate successful completion of a course or programme of education to degree standard or equivalent	✓		Application
Has a project management qualification or demonstrable experience in delivering projects		✓	Application/ Interview
Experience			
Relevant experience in organising and delivering events	✓		Application/ Interview
Experience in developing propositions to engage target audience	✓		Application/ Interview
Experience of working in a professional membership organisation		✓	Application/ Interview
Knowledge			
Understands how to organise and deliver events	✓		Application / Interview
Able to use project management tools to control scope, scheduling and costs of events		✓	Application / Interview
Is familiar with managing delegate information and ensuring that special requirements are met	✓		Application / Interview
Has experience of developing a proposition to engage a target audience	✓		Application / Interview
Knows how to work with committees as appropriate and organise cross-committee activities		✓	Application
Has the aptitude to quickly learn to use unfamiliar IT systems		✓	Application
Can lead on the delivery of member recruitment, retention and engagement activities	✓		Application / Interview
Skills			
Able to work as part of a team with staff, committees, members and external organisations	✓		Application / Interview
Able to communicate confidently and effectively with colleagues, members, professional contacts and members of the public	✓		Application / Interview
Able to organise time and resources to effectively manage multiple workstream and multiple deadlines	✓		Interview
Excels at networking and building effective working relationships	✓		Interview

Has excellent communication skills including face to face, written and phone	✓		Interview
Will be able to manage the membership customer relationship management (CRM) system and ensure that it is kept up to date	✓		Application
Can analyse the data from the CRM to understand the needs of the membership	✓		Application / Interview
Provide the correct documentation for post-event analysis and ensure that data collected is stored and processed in compliance with the General Data Protection Regulation and FPM data protection policy	✓		Application / Interview
Proficient computer skills – experience with Word, Outlook, Excel, PowerPoint	✓		Application
Attitude			
A self-starter who can work under pressure	✓		Interview
Is eager to learn about and understand the work of FPM	✓		Interview
Is willing to undertake routine administrative and practical duties	✓		Interview
Will champion ways to make FPM events more environmentally sustainable		✓	Interview
Identifies opportunities to make events more experiential and memorable	✓		Interview