

Job Description: Membership Coordinator, The Lorettonian Society

The Lorettonian Society ("TLS") Membership Coordinator is responsible for enabling TLS to engage with OLs on a proactive basis and for implementing an effective strategy. To this end, the aim of continuing key school links, continuing or increasing the number and support of events, continuing to raise the profile of the Society and continuing to foster wide access to more members are the key challenges.

The main responsibilities of the role include:-

1. Aid the Chairman in producing an annual strategy for Society engagement.
2. Develop initiatives, events, campaigns and materials to enhance society participation and widening access.
3. Coordinate activities with other appropriate bodies within the School at the local and national level and with external bodies or schools that may prove of value such as the Old Lorettonian Golfing Society (OLGS), the FetLor Society and so on.
4. Manage the work carried out on the database (The Register) and the website to ensure they are kept up to date and relevant and continue to be a good and interesting source of information for both TLS and the School.
5. Contribute to the planning, drafting and editing of communications materials, especially the Lorettonian Magazine and a more regular newsletter.
6. Drive a programme of contact generation to develop TLS numbers and keep records as up to date as possible. Also work very closely with the OLGS Honorary Secretary to ensure both societies support each other.
7. Be the first point of contact for all OLs wanting to know about the School and the Society.
8. Work as the link between the Chairman of TLS and the School to ensure transparency both ways of any activities and to avoid duplication of communications or mixed messages. Also doing the same for the OLGS.
9. Provide a calendar of events with clear indication of locations, timings, special celebrations, guests, cost and other relevant information.
10. Drive the increase in attendance of all events.
11. Manage the online networking sites where relevant (usually external to the website) ensuring correct usage.
12. Attend TLS meetings and events acting as the minute taker at meetings.
13. Be responsible for organising meeting rooms, refreshments and catering when required.
14. Control expenditure and manage the budget alongside the Treasurer.
15. Work alongside the relevant school staff, including the Director of Communications, ensuring there is continual positive dialogue both ways.

SKILLS:

The right candidate must have empathy with TLS and what it stands for. Beyond this the role is a mixture of event manager, society coordinator, web manager, book-keeper, copywriter and communications expert. The following skills will be useful:

- Excellent written English
- Experience of managing events, large and small
- Strong organisational skills
- Strong Interpersonal skills

- Knowledge of database systems
- Understanding of websites and how they can be used most effectively (some technical web knowledge preferred)
- Proactive approach to development
- Self-starter who can use own initiative
- Budgeting experience
- Genuine interest in Loretto
- Very high degree of flexibility in working hours

OVERALL

The role will report directly into TLS Chairman and work closely with the School. Hours worked will be 1300 hours per annum with paid holiday of 150 hours per annum. Based at Loretto School, the role offers flexibility in regards to the days worked and the ability to do some work remotely. There will be occasional weekend or evening commitments for events. Pay is commensurate with experience.