



Landscape Research Group Ltd
PO Box 1482, Oxford, OX4 9D
www.landscaperesearch.org
Registered Company No. 01714386
Registered Charity No. 287160

COMMUNICATIONS & MEMBERSHIP MANAGER Job Description & Person Specification

Accountable to:	The Chief Executive
Salary:	£25-28,000 per annum, pro rata, depending on experience
Pension:	LRG will pay the statutory minimum employer's pension contribution.
Hours:	0.5 fte; 19 hours per week on average; the normal length of a working week will be 19 hours but some flexibility will be required and time off in lieu will be given for time worked over 19 hours per week
Holidays:	23 days annual leave per annum, pro rata, plus public holidays
Term:	Indefinite. This position is subject to a six-month probation period.
Location:	Flexible. Current staff (all of whom are contract staff) are home-based. The person appointed will be expected to attend meetings and events at a variety of locations in the UK and abroad.

Main Purpose

- to develop and maintain improved communications between the Board and staff of the charity, on the one hand, and its Members, on the other, networks and external audiences;
- to enlarge and diversify our membership base and improve the range and quality of services offered to Members;
- to facilitate and grow Members' active engagement with and participation in the charity's activities;
- to help develop improved relationships between the charity, on the one hand, and its networks, partners, stakeholders and the wider public, on the other.

Main Duties & Responsibilities

Communications & Publications

- working with the Board and, in particular, the Community Development Coordinator, and in collaboration with the Chief Executive, review and revise our communications strategy;
- develop, manage and maintain the charity's website and social media;
- develop, edit and produce a periodical news publication (currently delivered as the e-bulletin *Landscape Research News*);
- produce copy for the charity's digital and other outputs;
- coordinate the publication of outputs from the charity's events;
- provide English language editing support for the charity's outputs (excepting the journal *Landscape Research*), improving the written English of texts provide by non-native speakers;
- in accordance with the agreed communications strategy, develop and promote new digital and/or print publications.

Membership, Volunteers & Networks

- plan and manage delivery of the charity's regular events (currently two per year, both in the UK);
- support the Community Development Coordinator, other Trustees and volunteers in the delivery of the charity's wider, international programme of events;

- working with the Board and, in particular, the Community Development Coordinator, and in collaboration with the Chief Executive, review and revise the charity's 'community development' strategy (the community comprising the charity's members, partners, networks and wider audiences);
- in collaboration with other staff, as appropriate, manage member enquiries and communications;
- undertake actions and campaigns to recruit and retain members, in line with any agreed strategies and plans;
- support the development of opportunities for Members to become actively involved in the delivery of the charity's activities, as volunteers;
- support the development of the charity's wider networks and partnerships.

Other Duties & Responsibilities

- abide by the charity's values and organisational policies, procedures and approved practices;
- in coordination with the Chief Executive and as required, report to the Board and to the Executive Committee on progress against agreed actions, objectives, strategies and plans;
- work closely with the charity's Chief Executive Committee, Officers, Coordinators, other Directors and volunteers and with other staff to enable the successful delivery of activities;
- liaise as required with external contractors in order to meet the duties and responsibilities of the post (e.g. the charity's website contractor);
- proactively review and evaluate own performance and identify and act upon areas for improvement and development;
- any other duties as reasonably required by the Chief Executive and as consistent with the level and nature of the post.

Person Specification

Essential Criteria

- strong and adaptable communication skills, with excellent written and verbal skills in English;
- strong organisational skills, with the ability to prioritise and manage own workload efficiently and effectively;
- strong interpersonal skills and a proven ability to work collaboratively as part of a team;
- knowledge of and proven ability in developing, managing and maintaining digital communications;
- experience in planning and managing events;
- experience in developing and managing a membership community and/or interest network;
- willingness to travel to meetings and events;
- the ability to commit to and work within the aims, principles and policies of the Landscape Research Group.

Desirable Criteria

- previous experience of working with a charity;
- language editing experience;
- fluency in one or more European languages other than English;
- the ability to work under own initiative to achieve results, within the framework of the post and the organisation;
- a demonstrable interest in a subject area relevant to the Landscape Research Group.