

JOB TITLE: Membership Assistant

HOURS/LOCATION: Short term contract for 7hrs a week (negotiable) at an hourly rate of £11.44 (job share possible). Salisbury Office/Remote.

REPORTS TO: Membership and Data Officer

ROLE DESCRIPTION

To promote membership growth through subscriptions and raise awareness of member benefits through direct contact with members/potential members.

Key Tasks:

- Ensuring contacts are correct by researching current database, websites etc
- Contacting newly lapsed members, recording contacts and progress made.
- Contacting potential new members, recording contacts and progress made.

Person Specification:

- A passion for church music and being supportive of the RSCM's mission to enable the flourishing of church music.
- Effective verbal, listening and communication skills.
- Professional and confident telephone manner.
- Some experience of working with data, ability to record information accurately.
- Some experience of working with MS Teams, excel.
- Applicants must be over 18.

Subject to

- Completion of RSCM Safer recruitment process (including references and satisfactory completion of the RSCM's Confidential Self-Declaration Form; basic safeguarding training to be completed once in post).
- Right to work in the UK

RSCM works to positively promote the importance of effective safeguarding, holding to the Christian belief of valuing each person as someone who bears the image of God and is loved equally by God, and therefore should be protected from harm.