Job Description

Job Title: Membership Project Officer

Reference: UK100J38

Salary: £27,000

Hours: Full time, Fixed term contract for 1 year (extension possible subject to funding).

Location: Virtual, with the expectation to work from the UK100 London office at a minimum of two days per month.

We are looking for an ambitious and energetic Membership Project Officer who can use their outstanding organisational skills to plan and execute projects that help our local leaders and their staff tackle the Climate Emergency and reach Net Zero.

The role will support the delivery of a programme of work such as developing UK100’s network and membership offer, organising events for local government politicians and officers (online and in-person), supporting the deployment of consultancy support to local authorities and evolving UK100’s Knowledge Hub to promote the sharing of best practice.

Equity, Diversity and Inclusion: UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well-balanced way. The postholder will be expected to echo and support this.

Key responsibilities:

● Support UK100’s work that develops a network of elected local leaders and their teams, assisting our members in sharing policy expertise, best practice and convening them to advocate for significant local action on climate and clean air.

● Organise online and in-person events such as knowledge sharing webinars, member roundtables and panel sessions, and coordinate UK100’s presence at external events such as party conferences.
• Develop UK100’s online Knowledge Hub, which includes written and multimedia case studies of best practice and political toolkits that inspire and support ambitious local action by local leaders and officers.

• Support the deployment of political consultants to enable local authorities to overcome political, organisational and engagement challenges they face in implementing ambitious Net Zero projects.

• Assist in the development of UK100’s membership pledge programme that secures leaders’ commitment to ambitious action towards Net Zero - and develop support for them to deliver against it, with regular meetings, communications and research.

• Provide administrative support for the Membership and Insights Director and Membership Programme Manager ensuring minutes are accurately recorded, disseminated and actioned, and providing support for the maintenance of relevant key contacts in UK100’s CRM database.

• Deliver ambitious and impactful projects: to time, budget, and meet agreed Key Performance Indicators (KPIs) and organisational outcomes.

• Support and comply with UK100’s guidance on branding, tone of voice and key messages, positively contributing towards raising UK100’s profile

• We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

**Place in organisational structure:**
The post holder will:
- Report to the Membership Programme Manager

**Key relationships:**
Internal: Membership & Insights Director
- Membership Programme Manager
- Network Programme Officer
- Communications Manager

External: Local councillors, predominantly leaders and cabinet members
- Relevant Local Authority officers
- Relevant business and corporates
- NGOs and partner organisations
**Working Conditions:** The postholder will be predominantly home-based, but expected to travel to the London office twice a month. Some travel around the UK may be required and working hours can be flexible.

**Benefits:**
- Competitive salary
- 25 days annual leave (plus statutory bank holidays)
- An additional 3 days paid leave over Christmas period
- An additional 2 days of paid leave per year to volunteer
- Subsidised gym membership
- Enhanced pension offering & access to professional pension advice
- Competitive Parental Leave policies
- Opportunity to request a Sabbatical after 1 year of service
- Company MacBook Air
- Work from home allowance
- UK100 supports flexible working arrangements
- Mental Health first aider

**Special Note:** This job description does not form part of the employment contract but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and consultation with the post holder.

**Compiled by:** Membership Programme Manager

**Date last revised:** 19th September 2023

**Person Specification**

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| Knowledge  | - Awareness of politics and policy re: Net Zero and the Climate Emergency, and local challenges and opportunities for action  
- Understanding of the structures and functions of local government in the UK |
<p>| Experience | - Supporting the delivery of ambitious and impactful projects |</p>
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<th>Event management (in person and online): preferably in a campaign or governmental (local or national) context</th>
<th>Working in a lobbying, advocacy or influencing role</th>
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<td>Skills and abilities</td>
<td>- Ability to develop and maintain effective relationships with a wide variety of stakeholders</td>
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<td>- Excellent written communication and presentation skills</td>
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<td>- Attention to detail and high standards of accuracy</td>
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<td>Other</td>
<td>- Committed to the vision of UK100</td>
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**Closing Date:** 23:59 on Thursday 19th October

**Interviews:** To be held virtually in the week commencing 29th October 2023

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: jobs@uk100.org