



# **Membership Projects Officer Recruitment Pack**

June 2025





UK100 is the only network of ambitious local authorities led by all political parties working together to tackle climate change. We help councils overcome challenges and turn innovation into solutions that work everywhere. We build the case for the powers needed to make change happen. From cities to villages, we help communities across the UK create thriving places powered by clean energy — with fresh air to breathe, warm homes to live in, and a healthy natural environment.



We represent all tiers of local government, bringing together 117 local authorities committed to meeting net zero at least five years earlier than the government. Our members represent over 60% of the UK population, and cover both urban and rural areas. We are a small not-for-profit organisation looking to make a big difference.

## Our values



**Ambitious**



**Principled**



**Evolving**



**Collaborative**





## Job Description: Membership Projects Officer

**Job Title:** Membership Projects Officer

**Start date:** September 2025

**Salary:** £29,000

**Hours:** Full time

**Contract:** Permanent

**Location:** Virtual, with 2 office days a month in London

Are you passionate about tackling climate change and convening councils to deliver on their climate ambitions? Are you experienced in delivering unique, engaging, collaborative events and training? Are you a confident communicator, interested in working in a small, lively team with room to grow and develop? Then you could be UK100's new Membership Projects Officer.

We are looking for an ambitious and energetic Membership Project Officer who can use their outstanding event management and interpersonal skills to plan and execute our membership training and events programme, and use their comms prowess to develop our knowledge sharing platforms.

It's an exciting time to be joining the team as we develop and deliver our network and membership offer. The role will support the delivery of our three membership programme pillars: training, knowledge sharing and networking. One day you may be helping to design our next online Countryside Climate Network meeting, or enhance our online knowledge sharing platform, whilst another you could be preparing for an in person event for local government politicians and officers in partnership with a member of our Business Supporter Network or writing a newsletter. It's a varied, exciting role, with plenty of opportunity to shape and grow.



## Job Description: Membership Projects Officer

### Key responsibilities:

- Support the delivery of UK100's new membership model, including onboarding and recruiting new members, and ad hoc support for members in delivering their climate ambitions
- Organise online and in-person events such as knowledge sharing webinars, member roundtables and panel sessions, and coordinate UK100's presence at external events e.g. the annual LGA conference
- Develop UK100's online Knowledge Hub, which includes written and multimedia case studies of best practice and share insights and examples to inform UK100's research, including political toolkits.
- Monitor UK100's membership forums to encourage knowledge sharing and support the Research and Insights Manager with delivery of the UK100 Policy Advisory Group
- Support with member focused communications, including preparing direct emails, writing blogs, and website maintenance.
- Maintain up to date records of our membership, events, and activities on the CRM and monitor project KPI's
- Provide support and insights for work relating to the Business Supporters Network, supporting partnership events, communications and ongoing relationship development.
- Provide administrative support for the broader team as needed, including meeting administration with and for the Advocacy and Engagement Director and Membership Programme Manager





## Job Description: Membership Projects Officer

### Place in organisational structure:

The post holder will report to the Membership Programme Manager.

### Key internal relationships:

- Advocacy and Engagement Director
- Membership Programme Manager
- Membership Projects Officer

### Key external relationships:

- Local councillors, predominantly leaders and cabinet members
- Relevant local authority officers
- Relevant business partners
- NGOs and partner organisations



## Meet your manager

Cecily's professional background has focused on networks and network building on areas ranging from solar energy on schools and environmental coalitions to food poverty alliances. She loves building networks and making sure they have

access to the trainings, tools and resources they need to grow, and accelerate their ambitions. For UK100 this means overseeing our ambitious programme of events, our residential training programme - the Climate Leadership Academy, and working up new ways of getting our local authority members what they need to be climate pioneers.

When not at work, Cecily is swimming off the Essex coast where she lives, walking her slightly unhinged rescue dog (who you will no doubt hear on your catch-up calls), and either cooking up a feast or enjoying a feast. Where there is food, there is Cecily.



### Essential Criteria

#### Knowledge

- Awareness of politics and policy on local climate action, place based challenges and opportunities for action

#### Experience

- Event management in person and online, preferably in a training, policy or governmental context
- Project coordination: having supported the delivery of ambitious and impactful projects to time and budget
- Writing and revising influencing copy, be it direct comms, newsletters or social media

#### Skills and abilities

- Ability to develop and maintain effective relationships with a wide variety of stakeholders
- Excellent written communication and presentation skills
- Attention to detail and high standards of accuracy

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. The post holder will be expected to echo and support this.

### Desirable Criteria

#### Knowledge

- Understanding of the structures and functions of local government in the UK

#### Experience

- Working in a lobbying, campaigns, advocacy or influencing role
- Supporting or building networks and collaborating to advocate collectively

#### Values

- Committed to the vision, mission and values of UK100





### Holiday

- 25 days annual leave
- Office closure between Christmas and NY
- Birthday off
- 2 days off a year for sustainable travels (Travel Perks)
- 2 days of paid leave per year to volunteer after 1 year in post



### Money

- Annual salary review based on performance and cost of living
- 5% employer pension contribution + access to free pension advice
- Interest free bike loan
- £250 budget for home working equipment



### Flexible working

- 35 hours/ week flexible around core hours
- Working from home with 2 office days a month



### Wellbeing

- Subsidised gym access (Wellhub)
- Annual free eye test
- Sabbatical after a year of service (up to 3 months)
- £500 annual training budget



### Community

- Quarterly staff social
- Quarterly team lunch
- Trained mental health first aider
- Central London office with a sustainably stocked cafe-bar, and many community events, from yoga to lunch and learn.



### Family

- Enhanced Maternity/ Co-Parent/ Adoption Leave: 12 weeks full salary and 12 weeks at 50%



### Applications

We are asking all applicants to [submit an application form here](#) by midnight, 20<sup>th</sup> July.

We are using an application form to reduce bias in the recruitment process.

### First interviews

First interviews will take place online across two afternoons on Monday 28<sup>th</sup> July and Wednesday 30<sup>th</sup> July.

At this stage you will meet:

- Cecily Spelling, our Membership Programme Manager
- Liam Ward, our Communications and Advocacy Manager
- Philip Glanville, our Advocacy and Engagement Director

They will welcome you, put you at ease, and talk you through a series of questions to understand a bit more about you, your experience, whilst also sharing more about the role and organisation.

### Second interviews

If second interviews are needed after stage one, these will take place on the morning of Friday 1<sup>st</sup> August, with candidates informed of the outcome early w/c 4th August.

We aim to get back to every applicant with an outcome and if you have any questions about the role, interview process or organisation, please don't hesitate to contact our team on [jobs@uk100.org](mailto:jobs@uk100.org).

**Thanks for considering a role at UK100 and best of luck with your application!**