

CHILDREN'S RIGHTS ALLIANCE

The Children's Rights Alliance unites over 150 members working together to make Ireland one of the best places in the world to be a child. We change the lives of all children by making sure that their rights are respected and protected in our laws, policies and services. We identify problems for children. We develop solutions. We educate and provide information on children's rights. We unite our members and put pressure on Government to put children first.

Job Title: Membership Officer

Job Purpose: The Membership Officer supports the roll-out of the membership strategy for the Children's Rights Alliance and its over 150 member organisations. This includes database management, membership engagement and communication, event management, work planning and administration.

Main Duties:

- Support the implementation of the Membership Strategy to ensure that support for the Alliance among members is strong in terms of levels of participation, engagement and funding support.
- Support the Grants and Membership Development Officer to identify, monitor and respond to the needs of the membership as they relate to the Alliance's mission and help to retain the Alliance's membership base.
- Manage membership administration including invoicing, receipting and follow up on membership queries and fees.
- Help retain and grow the Alliance's membership and maximise participation and engagement opportunities for members.
- Maintain accurate and up-to-date membership details and records in the Alliance's membership database and website.
- Maintain accurate and up-to-date membership records in Alliance documentation management system.
- Collate and disseminate the weekly 'Oireachtas Monitor' and other membership information outputs.
- Take part in and contribute to strategic/work planning, budgetary and evaluation activities.
- Assist the Grants and Membership Development Officer to ensure a secure and stable membership income stream is achieved, to include the roll-out of a Member Development Fund.
- Provide support and assistance with managing in person and online Alliance events.
- Assist the Grants and Membership Development Officer to collate data on membership activities and engagement for internal, funder and annual reports.

Other

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks, data protection of child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Participate in Strategic Planning, Work Planning, Budgetary and Evaluation Activities.
- Assist the Alliance to complete evaluation reports, board reports and reports for funders.
- Undertake other duties as may be reasonably required from time-to-time.

Experience and Knowledge**Essential**

- Educated to third level.
- At least two years' experience in a relevant position.
- Experience working with Salesforce or other CRMs.

Desirable

- Experience of working in a membership organisation.
- Experience in event management
- Experience of liaising with suppliers.

Skills

- Excellent written and verbal skills.
- Excellent organisational skills.
- Ability to work well within a small dynamic team and work of their own initiative.
- Excellent knowledge of Information and Communication Technology.
- A commitment to the values of the Children's Rights Alliance.

Location: The usual place of work will be the office based at 7 Red Cow Lane, Smithfield, Dublin 7 with some hybrid working.

Reporting to: Business Development and Membership Manager

Terms and conditions: This is a full time post and one-year appointment initially with a six-month probationary period. The salary for this position commensurate with experience with a 5% contribution to a pension after six months.

Other benefits include: Annual leave of 25 days; closure of the office on Good Friday and Christmas period (four days); the Alliance's Time in Lieu Policy applies to this position; Travel (bike-to-work schemes/tax saver commuter tickets) and an Employee Assistant Programme.

Applications: A letter of application, along with a CV should be sent to Tanya Ward at jobs@childrensrights.ie Closing date for applications is **COB – Friday 15 March 2024.**