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| **Job Title** | Membership & Development Working Group Member |
| **Reporting To** | Membership & Development Chair (EB Director) |
| **Responsible for** | Membership Services Department; Regional Volunteers; Membership Development; Community Department |
| **Salary** | N/A (Voluntary – Reasonable Expenses) |
| **Location** | Remote with annual meetings in Sheffield EIS |
| **Type of Contract** | N/A |
| **Role Purpose** | The successful candidate will be responsible for playing a proactive role in the ‘*Thriving Boxing Community’* element of England Boxing’s strategy, as well as having significant input into *‘A Respected and Valued NGB’* and other elements of the wider strategy*.*  In essence, the role will be responsible for enhancing the strategic direction of the Membership Services and Community Departments to ensure all those engaging with England Boxing have a first-class experience.  The role holder will also contribute to the strategy of the England Boxing’s database (The Locker) and to provide further opportunities to volunteers & members through the system as appropriate. |

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| **Key Accountabilities** | • To develop the ‘*Thriving Boxing Community’* element of the England Boxing strategy. In addition, help develop and deliver the broader England Boxing strategy as required.  • To strategically oversee the company CRM system, ensuring streamlined processes and systems to guarantee a high-quality experience for our members & volunteers.    • To contribute to the oversight of regional volunteers across the country in-line with England Boxing’s policies, procedures, services & systems.  • To ensure that the Membership & Community Departments are providing proactive engagement with members to grow affiliation, enhance membership retention and promote England Boxing services.  • Contribute to membership panel hearings as and when required.  • To establish and develop good relationships with England Boxing staff, members, regional associations, participants and supporters to ensure positive relations.  • To liaise with the EB Board (via the Chair) and senior management team as required, and specifically into the delivery of the organisation’s strategic plan |

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| **Person Specification** | * Relevant experience in managing, developing, and enhancing membership, volunteer, or customer services. * Understanding and awareness of individual and club membership within a sporting environment. * Experience in relation to community / sport development, commercialisation & CRM enhancement * Experience of overseeing policies and strategies, particularly in relation to the practical implementation of good governance within a national sporting or third sector organisation * Experience using insight and research methods to help better understand customer or membership behaviour, and apply learnings to improve future work * Knowledge of amateur boxing, including membership structures, technical rules and competitions. * Prior experience as part of a Board or Sub-Committee, in a voluntary or employed role. * Experience of developing grassroots sports projects. This to include writing and developing grant funding applications. |

**To apply**

In order to apply for this role, please send a CV and cover letter outlining how you meet the person specification to [hrapplications@englandboxing.org](mailto:hrapplications@englandboxing.org)

The closing date for applications is **Friday August 16th 2024, 5pm**.

**Valuing Diversity**

England Boxing Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

If you require any reasonable adjustments for a prospective interview, please fill out and attach a **Reasonable Adjustment Form** along with your CV and cover letter at the point of application.