

Job Vacancy Women in Film and Television (UK) Ltd.



Job Title: Membership and Administration Officer
Reporting to: CEO
Contract: Full-time
Start Date: Immediately
Salary: c £22k per annum depending on experience
Location: Soho, London

About WFTV and this role

Women in Film & TV (UK) is the leading membership organisation for women working in creative media in the UK, and part of an international network of over 10,000 women worldwide. Members of our organisation come from a broad range of professions spanning the entire creative media industry.

We produce a variety of events throughout the year, present a glamorous awards ceremony every December, and run a mentoring programme for women in the industry. We also host networking evenings, collaborate with industry bodies on research projects and lobby for women's interests.

The organisation now has well over 1,000 members and has enjoyed five years of development and growth. We are looking for a membership and administration officer to manage our increasing membership and oversee all office administration tasks. This role will suit a conscientious professional who is looking to build upon their existing experience and expand their skills and level of responsibility.

Responsibilities will include, but not be limited to:

Membership

- Act as first point of contact for members' enquiries via phone and e-mail
- Process new and renewing individual memberships
- Manage *Friends of WFTV* and *WFTV Sponsor* memberships
- Invoicing, processing, and receipts for membership payments
- Budget membership income across the year
- Prepare membership reports for the Board of Directors and Finance Committee
- Maintain and update the WFTV membership database daily
- Maintain membership payment records daily
- Seek out new membership benefits and offers
- Update the members' area on the website

Administration

- Answer phone and e-mail queries, re-directing where appropriate

- Monitor stationery and office equipment requirements and place new orders when necessary
- Open post and re-direct to relevant members of staff
- Pay invoices using online system
- Assist other members of staff with tasks where required
- Post items on the WFTV website and update as necessary
- Assist with preparation for events and meetings (guests lists, committee papers, etc)
- Update and maintain online office calendar
- Update shared contact documents and manage amendments
- Liaise with IT support and website support when necessary

Skills and Experience

Essential

- Highly organised with ability to multi-task, prioritise and plan workload effectively
- Exceptional communication skills, both verbal and written
- Pro-active approach with ability to work on own initiative
- Ability to problem solve and devise and implement effective systems
- Close attention to detail
- Diplomacy and tact
- Highly computer literate, especially across the Microsoft office suite
- Experienced in using database programmes
- Ability to work within a highly pressurised environment
- Strong team player
- Sense of humour

Desirable

- Experience of working for a membership/not-for-profit/charity organisation
- A keen interest in the film/TV/media industries
- Experience in editing websites using WYSIWYG

Interested? Please send your CV with a cover letter outlining the skills and experience that make you a suitable candidate for the role to: rebecca@wftv.org.uk.

Deadline: 6:00pm, Friday 15th February | **Interviews:** Friday 22nd February.