



Membership Officer – UK Kidney Association

Can you combine excellent database management skills with interpersonal skills and an understanding of membership organisations to create an outstanding experience for UKKA members?

Salary: £31,642.80 per annum pro rata (£18,985.68 for 22.5 hours)
Contract: Permanent contract
Hours: Part-time 22.5 hours per week; flexible working
Location: Bristol / hybrid working is supported

The Job:

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association (UKKA) is the leading professional body for the UK renal community. This newly created membership officer position will lead the membership function, managing the member database and ensuring an outstanding membership experience.

The person:

- Prior membership organisation experience
- Proactive, autonomous and disciplined
- Excellent administrative skills
- Excellent IT skills, particularly in online solutions such as Mailchimp and website CMS, and Excel
- Adept at juggling deadlines and workstreams
- Excellent communication and interpersonal skills
- Committed to and motivated by customer service

Benefits:

- Flexible and hybrid working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

How to apply:

For further information on the role or to apply please email Jennifer.barwell@ukkidney.org. Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

Closing date: Monday 9th October 2023

Interview date: week commencing 16th October 2023