

Job Description

**Job Title: Membership Coordinator**

**Accountable to: Network Manager**

**Hours: 21 hours per week**

**Salary Scale:**  **£25,000 per annum (Pro Rata - 35 hrs)**

**Fixed term: Until 31st March 2022 but may continue if funding available**

**Location: Polbeth Community HUB (Some home working may be possible)**

**Introduction & Background:**

West Lothian Social Enterprise Network (WLSEN) is a membership organisation that aims to support and develop social enterprises in the area. WLSEN offers peer support, resource sharing, market development, promotion of local social enterprise and a focal point for issues specific to social enterprises in West Lothian.

The Network has been operating for over 7 years, is a registered Charity and a Company Limited by Guarantee and is governed by a voluntary Board of Directors. It is currently contracted to deliver support to social enterprises in the area by West Lothian Council and on behalf of Voluntary Sector Gateway West Lothian (VSGWL), it delivers the social enterprise support element of the local Third Sector Interface contract.

WLSEN has a good profile with local strategic partners and now boasts a membership of 66 social enterprises across West Lothian.

**Objectives of the Network:**

* Raise awareness of social enterprise in West Lothian and increase understanding of the added value social enterprises bring
* Help social enterprises become more sustainable in relation to their triple bottom-line socially, economically, and environmentally
* Help increase the visibility of social enterprises in West Lothian locally and nationally.
* Work positively at a local and national level, engaging with partners such as West Lothian Council and Voluntary Sector Gateway West Lothian
* Contribute to the wider economic, social and cultural agenda and debates in West Lothian
* Foster a culture of mutual support and co-operation amongst social enterprises and inform members of issues, developments, and opportunities.
* Foster growth within the sector including taking initiatives that will increase trading activity, innovation, and business development.
* Represent members at a local and national level

**Main duties of the post**

Reporting to and supported by the Network Manager, the postholder duties include:

Membership Development

* Provide information, advice, and practical support to member organisations.
* Develop ways of keeping members networked with each other to support connection and peer learning and to signpost where relevant & appropriate.
* Through relationships with members, identify their needs and help to develop services and activities in response.
* Facilitate & promote access to support, training and capacity building to address identified gaps.
* Work proactively to identify potential members for the Network and promote their participation in the Network.

Communications & Reporting

* Develop and facilitate communications between the Network, its members, and wider stakeholders, using IT, social media and face-to-face engagement.
* Oversee and update the WLSEN website, including an on-line social enterprise database
* Assist the Network Manager in meeting contract and grant obligations including monitoring and impact measurement.
* Support the Network manager to provide regular reports and information for Network members, partner organisations and wider stakeholders.

Other duties

* Support the Network Manager to develop, promote and organise a calendar of events including networking, training, and other support opportunities for members, both virtual and face-to-face meetings.
* Engage and liaise with relevant stakeholders
* Deputise for the Network Manager at local and national meetings
* Undertake any other relevant duties as appropriate to the post and directed by the Network Manager or the Network Board.

A detailed 6-month work plan and outcomes will be agreed in discussion with the successful candidate.

**Person Specification**

WLSEN is currently a small team of two, and postholders are expected to be collaborative, flexible and hands-on in managing daily tasks. The Membership Co-ordinator position is a great opportunity for the ideal candidate to support and promote the social enterprise sector in West Lothian.

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| **Essential** | **Desirable** |
| Understanding of the Social Enterprise model, the opportunities and challenges and the support structure in Scotland.  | Experience of project development  |
| Business development experience within third sector  | Working knowledge of financial planning, marketing and governance / legal issues. |
| Communications and promotional skills – social media, web and newsletters | Experience in communications role within third sector  |
| Experience in facilitating events andtraining programmes |  |
| Experience of partnership working with other agencies |  |
| Good organisational / time management skills and ability to work to deadlines |  |
| Excellent written, verbal communication & computer skills  |  |
| Self-motivated and self-sufficient. Able to use own initiative and problem solve |  |
| Clean Driving Licence & access to own vehicle with business insurance |  |
| Flexible approach to working (e.g. occasional evenings, overnight travel or weekend days) |  |

**CONDITIONS OF SERVICE**

**Hours**

21 hours per week post

**Contract**

Initial contract to 31st March 2022

**Location**

Based in Polbeth Hub, with travel throughout the local authority area & occasionally nationally.

Some home based working may be possible.

**Annual Leave**

The holiday year runs from 1st April to 31st March. Your annual holiday entitlement in any holiday year is 25 days, (Pro Rata) excluding all public holiday entitlement. In addition, you are entitled to 10 (Pro Rata) public holidays.

**Accountability and Support**

The Membership Coordinator will be supervised and directly accountable to the Network Manager

**Responsibility**

No line management responsibility

**Pension**

WLSEN offers a workplace pension with Smart Pensions for all eligible staff.

**Equal Opportunities**

WLSEN is committed to being an Equal Opportunities employer.