



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL

Membership Assistant

Provide support to the RSE Fellowship team to administer all aspects of its annual election process and support relevant committee meetings throughout the year

RSE grade	2
Salary	£27,117 per annum
Contract type	12 month fixed term
Hours	35
Working pattern	Hybrid

Objectives of this role

- Provide administrative support to the team to assist with implementing the 2025/26 fellowship election process.
- Coordinate the operation of the Divisional Panel meetings, including ensuring that all members have the relevant meeting information and papers that they require.
- Manage the collection and collation of references for shortlisted candidates in the 2025/26 Fellowship election process.
- Document new processes as required for the new election cycle and across the work of the Fellowship team.

Role responsibilities

- Provide practical day-to-day support to the Fellowship team for the 2025/26 Fellowship election process.
- Provide support to the Fellowship team in contacting and collecting references for shortlisted candidates in the 2025/26 Fellowship election process.
- Provide all administrative support for meetings, committees and events relevant to the Fellowship election process
- Support the development, implementation, and documentation of effective business processes for the Fellowship election process and other team processes.
- Support the team to monitor and respond to general enquiries from Fellows.
- Support with data entry on the CRM system, including the management of contacts and distribution lists.
- Provide support at RSE Fellowship events, both internal and external, as required.
(Some out-of-usual office hours work may be required)

Requirements and skills

Essential	Desirable
A minimum of two years in a business support role, ideally in a similar not-for-profit environment, preferably with a membership organisation.	Experience dealing with confidential information in line with GDPR guidelines.
Experience working with a CRM system	Two years experience working in a similar membership organisation.
Experience taking minutes and/or providing secretariat function	
Excellent written and spoken communication skills	
Experience working on complex processes, often requiring quick understanding and turnaround.	
Ability to work autonomously and on own initiative whilst accepting and complying with rules and regulations.	

Management and stakeholders

Staff management	No direct reports.
Reports to	Fellowship Manager
Team	Fellowship
Key stakeholder groups	Internal: Fellowship team, Communications, Civi CRM team. Fellows, Fellowship Secretary, Fellowship Election Process Implementation Group External: Relevant consultants,

Corporate expectations

- Apply RSE's key behaviours and skills (Next page enclosed).
- Adhere to the RSE vision, mission and values
- Ensure all processes comply with data protection legislation and are in accordance with RSE record management policy and processes
- Observe all health and safety requirements
- Work within and promote policies in relation to the RSE Diversity Policy
- To undertake other reasonable tasks as required by RSE

Key behaviour and skills

These are the key behaviours and skills we expect of our staff. They are not an exhaustive list of all that is needed to efficiently and effectively do your job, but they are the key ingredients that will enable you to do so and which will help us be a successful organisation.



We expect our people managers to:

- Manage individual and team(s) performance
- Have clear and regular communications with the team(s)
- Hold regular one to one meetings with individuals
- Work effectively across team boundaries
- Provide their team(s) with advice and information on business related matters, e.g. finances, plans etc
- Demonstrate and provide leadership
- Support staff development
- Support staff wellbeing
- Motivate their team(s)
- Manage conflicts within their team(s)
- Foster and maintain a culture of trust and empowerment with individuals and the team(s)



The behaviours we expect from all our staff are:

- Operating professionally, objectively and with integrity
- Approachable and supportive of colleagues and others
- Reliable, delivering on the promise made or the task set
- Respect and trust in colleagues and others
- Sharing and communicating relevant information with colleagues and others
- Listening and learning from colleagues and others
- Constructively tackling difficult issues and circumstances
- Positively promoting us and our work



Our delivery expectations of all our staff are:

- Meeting deadlines set to the quality required
- Ensuring every activity has a communications plan
- Ensuring every activity has an outcome aligned with our strategy
- Ensuring every activity has an impact gathering measure(s)
- Applying our performance appraisal process so it's intended outcomes are achieved
- Understanding and contributing to our business /operational plans and how this connects with our strategic ambitions
- Connecting & communicating effectively with colleagues & others
- Achieving value for money with resources provided
- Competence in using the IT software needed for the job