



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL

Membership Manager | Vacancy

- Full-time (35 hours/week)
- Hybrid working (minimum two days a week in central Edinburgh office)
- £44,876 per annum
- Closing date: Tuesday 18 March 2025 at 17:00

The RSE is looking for an experienced Membership Manager who will develop and lead their team while ensuring the smooth running of the membership lifecycle and processes while developing and managing engagement with the broad Fellowship.

This role will ensure the delivery of and progress around the Fellow's diversity, participation, satisfaction, and relevant governance processes. In addition, the person will have a key role in supporting the Fellowship Secretary and collaborating with stakeholders across the RSE, office bearers and committee members.

As Scotland's National Academy with over 1,800 Fellows from academia, business, and public service who are among the most distinguished in their fields; we engage and connect nationally and internationally to share knowledge and tackle the most pressing challenges of the modern world.

We are looking for a talented and experienced individual to:

1. To review and utilise the best processes to ensure the most efficient delivery for nominators and assessors.
2. Responsible for developing and overseeing the Fellows' subscription process, seeking approval from the Treasurer and Director of Finance to agree amounts/reductions etc. and communicating this to Fellows.
3. Responsible for developing an annual business plan that breaks down the job purpose into its component parts; deliver plan while regularly monitoring and reviewing progress, putting in necessary steps to keep plan on track.
4. Managing and building the capacity of team members by working with the Fellowship team to strengthen their knowledge and skillset so that they can work with maximum efficiency as a team.
5. Support the increase of the RSE's national footprint by working with the Public Engagement team to co-create new opportunities for Fellows to engage across Scotland and within

If you have experience working in a similar values-driven not-for-profit organisation where you understand the importance of delivering great customer service, managing internal and external relationships, and developing membership-focused solutions, processes, and engagement, then we want to hear from you.

HOW TO APPLY

To apply, simply send your CV and maximum 500-word covering letter outlining your relevant experience and suitability for the role to vacancies@therse.org.uk

The closing date for applications is Tuesday 18 March 2025, at 17.00