

MEMBERSHIP & OPERATIONS MANAGER (Maternity Cover)

JOB DESCRIPTION

The Association of British Orchestras is looking to appoint a Membership & Operations Manager (maternity cover) to join its small, busy, energetic and committed team. The Membership & Operations Manager (maternity cover) will work with the Director in advocating on behalf of its members, managing the ABO's membership and office, and delivering the ABO's annual conference and other events.

Job Description

Advocacy and Communications

- Deputise for the Director in meetings with government departments and key stakeholders
- Liaise with the ABO's public affairs and PR consultants
- Oversee research of members to inform the ABO's advocacy work
- Assist the Director in annual negotiations with the Musicians Union
- Manage the continued operation of the Healthy Orchestra programme

Membership

- Give advice to members on relevant issues
- Develop briefings and factsheets
- Recruit new members

Conference

- Agree and monitor budgets for income and expenditure and negotiate with suppliers
- Assist the Director in negotiations with Classic FM, BBC Radio 3 and other key partners
- Explore possible funding opportunities including advertising, sponsorship and trade exhibitors
- Oversee the booking process
- Ensure that health and safety and insurance regulations are followed
- Liaise with speakers in the run up to and during the event
- Oversee development and production of printed materials and conference app
- Manage the event and conference team (including volunteers) on site
- Oversee post-conference evaluation and present findings to the board

Events

- Develop relevant content and speakers with the Director for learning and networking events
- Source and negotiate prices with venues, caterers and other suppliers
- Oversee the booking process
- Ensure that health and safety and insurance regulations are followed
- Oversee evaluation of events and implement recommendations
- Provide reports and action points from specialist managers meetings and other events

HR/Office

- Serve as line manager for the Office & Events Administrator
- Manage the ABO's office and liaise with IT support and other suppliers

Other duties and responsibilities as they arise.

Given the relatively small nature of the administrative team, a commitment to flexible working and teamwork is essential. It may be necessary to revise the job description from time to time and particularly in light of the experience and skills of the successful candidate.

Person Specification

We are looking for a responsible and enthusiastic candidate with good organisational skills and a keen interest in classical music and the orchestral sector. You will be a good communicator with a pro-active approach and a quick learner able to work independently as well as part of the team. You should be IT literate with Microsoft Office skills and be willing to learn how to use new software. Training will be provided as required.

Competency		Attributes	Essential/ Desirable
Experience	1.1	Experience of working in an office environment	Essential
	1.2	Experience of using mail merge	Desirable
	1.3	Experience of assisting with events and working with stakeholders	Desirable
Knowledge	2.1	Website Content Management and CRM databases	Desirable
	2.2	Microsoft Office software including Excel	Essential
	2.3	Interest in classical music and orchestral sector	Desirable
Skills/ Abilities	3.1	Good communication skills, oral and written	Essential
	3.2	Time and task management	Essential
	3.3	Ability to prioritise work	Essential
	3.4	Ability to work as a team member	Essential
	3.5	Attention to detail	Essential

Closing Date for applications: noon on Monday 8 March 2021

Interviews will be held on Wednesday 17 and Thursday 18 March 2021.

To apply email the completed application form and equal opportunities form to info@abo.org.uk

The ABO is striving to be an equal opportunities employer. In matters of recruitment and employment we will ensure that no individual receives less favourable treatment on the grounds of gender, race, ethnic or national origin, religious beliefs, marital status, sexual orientation, age or disability.

Employment details

Contract	Fixed term, full time (minimum six months, maximum twelve months)
Salary	£33,000 per annum
Office location	West Wing, Somerset House, Strand, London WC2R 1LA. While COVID-19 restrictions are in place, the ABO team is home-working. Once restrictions are lifted, occasional travel in the UK may be required.
Office hours	Normally 9.30am – 5.30pm but this is flexible and at certain times when pressure of work demands, e.g. at the time of the Annual Conference, longer hours may be necessary, for which time off in lieu can be arranged.
Reporting to	Director
Holidays	20 days per annum plus public holidays and the period between Christmas and New Year when the office is normally closed.
Notice	There will be an initial three months' probationary period, during which one week's notice of termination of employment will be required on either side, after which one month's notice will be required.
Pension contribution	The company will make a contribution of 5% of salary in accordance with Pensions Auto-Enrolment regulations.
Season ticket loan	A season ticket loan is available.

About the ABO

The ABO's mission is to enable and support an innovative, collaborative and sustainable orchestral sector, and to provide advice, support, intelligence and information to the people who make British orchestras a global success. The key objectives of the Association cover three areas of activity: Connecting, Championing, Developing.

History

The Association of British Orchestras was founded in 1948 as the Orchestral Employers' Association, primarily to negotiate with the Musicians' Union and other bodies on behalf of its membership. Re-constituted in 1973 as the Association of British Orchestras, it continues to negotiate the ABO/MU Freelance Orchestral Agreement and to represent its membership with national and international stakeholders and at industry events.

During its history it has seen substantial development in terms of its members and its role, which has expanded to include a diverse range of activities designed to support the UK's orchestral sector, in line with its key objectives of connecting, championing and developing. The ABO now has an

extensive programme of events from Specialist Managers Meetings to training courses and its ever-popular annual conference.

The ABO has developed a role as co-ordinator of various national projects, especially in the area of education and community work, and has also mounted a number of research initiatives, with a series of important industry reports. It also has a successful history of campaigning on behalf of its members, both in the UK and in Europe.