



## **Animal Welfare Party**

### **AWP Membership Manager**

The role of the Membership Manager is central to the functioning of the party. This is a voluntary (unpaid) role. Applicants must be full members of Animal Welfare Party.

This role can be operated from home, although your ability to personally attend meetings in London and member events would be a strong plus.

The role will involve working closely alongside a Membership Coordinator.

Estimated time needed per week:

- Strategy & development: 3 hrs plus (depending on your availability)
- Administrative: 1 - 2 hrs

### **Key responsibilities**

- Act as the organisational lead for AWP membership
- Develop a long term membership strategy in line with AWP's overall organisational strategy
- Have oversight of the maintenance of membership and supporter records and procedures
- Evaluate and implement changes to the membership structure as the needs of the party demand
- Monitor and report on membership and supporter activities and status and provide relevant information to AWP's Committee of National Officers
- Support development, management and delivery of membership recruitment and retention campaigns across all channels: email, social media, web and print
- Monitor existing membership benefits. Where appropriate, research and develop additional member benefits
- In time, work with the Events / Outreach team / Committee of National Officers to devise, plan and deliver member events for both membership engagement and recruitment

### **Required skills**

- Experience in a similar role
- Excellent interpersonal skills and ability to deal with people from all walks of life
- Good understanding of the UK animal welfare and animal rights movement
- Keen interest in UK politics

- Very good sense of data security
- Excellent attention to detail
- Very good level of computer literacy
- Familiarity with Google Sheets (or Excel) formulas would be an advantage
- Excellent level of written English (for corresponding with members, supporters and other organisations by email as well as composing and editing membership email templates)

### **To Apply**

Please email your CV and covering letter with your name and 'Membership Manager' Application' in the subject field to the AWP Committee on:  
[info@animalwelfareparty.org](mailto:info@animalwelfareparty.org)