

Job Title:	Membership Administrator (Maternity Cover – Fixed Term Contract up to 12 months)
Reporting to:	Membership Director
Department:	Membership
Job Purpose Summary:	To support the membership team with essential administrative tasks as well as carrying out basic engagement with students & graduates and business school faculty.
Key Responsibilities and Accountabilities:	<ol style="list-style-type: none"> 1. Set up and arrange business school visits for the membership team. 2. Set up and arrange webinar presentations for business schools and their students. 3. Support engagement with users in the membership platform, including sharing news, articles and insights to the network. 4. Aid the membership team with compiling data from AMBA & BGA's annual research reports. 5. Support the membership team with the workshop planning schedule, including arrangement of hotels, travel, and accommodation. 6. Support the membership team in workshop outreach and promotion. 7. Handle queries from students & graduates, as well as faculty, on the membership platform and career development centre. 8. Support business schools in the set-up of groups in the membership platform. 9. Arrange and book travel and accommodation for the membership team when needed. 10. Help setup annual surveys, including NPS surveys. 11. Ensure that main contacts at member and accredited business schools are fully up to date in line with data protection legislation. 12. Undertake additional membership duties if and when required.

Qualifications, Skills and Experience:	<p>Qualifications and experience required include:</p> <ul style="list-style-type: none"> • Good written and verbal communication skills • Excellent skills in Microsoft Office and database management • Problem solving skills • Strong attention to detail • Broad understanding of administrative practices and processes. • Possesses a sense of urgency and is highly organised • Solid experience in office administrative tasks and customer service • Accuracy and an understanding of data protection legislation and practices
Location:	<p>3 Dorset Rise, London, EC4Y 8EN – Hybrid working – currently minimum of two days a week in London.</p> <p>Please note, all applicants must have the legal right to work in the UK, as AMBA & BGA do not have a sponsorship licence.</p>
Hours of Work:	35 Hours Per Week
Salary:	Competitive, plus benefits
Date Prepared:	October 2024

*Please note that this job description does not form part of your employment contract.
AMBA & BGA can modify your job duties or amend this job description at any time.*