

Job Title:	Member Services Officer
Salary:	£20,000 gross per year plus pension contribution
Hours:	37.5 hours per week
Duration:	3 years fixed term, extension subject to funding.
Reporting to:	Executive Manager of the NI Sports Forum

Summary

The NI Sports Forum is a voluntary association whose membership consists of 70+ Full Members and 25+ Associate Members. We are the recognised umbrella organisation for the voluntary sector of sport in Northern Ireland and act as the “Independent Voice of Voluntary Sport in Northern Ireland”.

Role Purpose

The inclusion of the member services role is a key appointment for the NI Sports Forum in achieving our purpose to guide, support and empower our members. The role will support the Executive Manager in to improve capacity and governance in sport and physical activity in Northern Ireland through enhancing the efficiency, effectiveness and governance of member organisations.

Key responsibilities for this role include:

1. To further the implementation of the NI Sports Forum Strategic Plan 2020-2024 and assist the Executive Manager with measures to improve governance and capacity across the Forum and its member bodies. This will include administrative and finance related duties.
 2. Working in partnership with member bodies and other agencies, assisting with administration , vetting checks, governance audits, preparation and planning for events or courses of identified member organisations.
 3. Helping to research and compiling best practice resources for member organisations.
 4. Assisting the Executive Manager with representation and advocacy on behalf of our members with regards to legislation, policies and strategies with key stakeholders including MLA’s, central and local government and arm’s length bodies.
 5. Representing the NI Sports Forum on relevant organisations and groups as agreed by the Executive Manager.
 6. Developing strong relationships with relevant organisations in Northern Ireland, the UK and the Republic of Ireland in order to further improve governance and capacity across the Forum and its member bodies.
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The successful candidate should have demonstrable potential to develop positive partnerships with a wide variety of stakeholders. Experience of motivating, leading and improving governance and capacity in a sporting environment is desirable. Enthusiasm, strong interpersonal skills, an inclusive communication style and strong organisational skills are key requirements. Experience of volunteering within a sporting organisation is desirable but not essential.

To apply or register your interest for this role, please send your CV together with a formal letter of application outlining your suitability and match to the requirements to Richard Honeyford via email *titled: Member Services Officer Application* to richard.honeyford@nisf.net no later than **Monday 18th July, 12 noon**.

Details of criteria and how to apply can be found on the *Personnel Specification*.

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.