

<b>Job Title:</b>	Member Services Officer
<b>Salary:</b>	£23,400 gross per year plus pension contribution
<b>Hours:</b>	37.5 hours per week
<b>Duration:</b>	Fixed term to September 2025, extension subject to funding.
<b>Reporting to:</b>	Executive Manager of the NI Sports Forum

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### 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 the provision of services and events for member organisations.

### Key responsibilities for this role include:

1. To support the implementation of the new NI Sports Forum Strategic Plan 2024-2029 and assist the Executive Manager with measures to improve capacity across the Forum and its member bodies.
  2. Lead on NISF Communications, ensuring a positive social media presence, promoting activity in NI and communicating with Members through the Members Updates and Ezine.
  3. Working in partnership with member bodies and other agencies, assisting with administration of NISF core services, leading on AccessNI vetting checks, and communications in the organisation.
  4. Work with the Executive Manager and Female sports Forum in the preparation and planning for events or courses of identified member organisations.
  5. Helping to research and compiling best practice resources for member organisations.
  6. Assisting the Executive Manager in enhancing current services delivery and expanding services to Member bodies.
  7. Engage with corporate partners, maintaining relationships and delivering agreed outcomes.
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The successful candidate should have demonstrable experience in developing positive relationships with a wide variety of stakeholders. Experience of motivating, leading and improving services and capacity in a membership/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](mailto:richard.honeyford@nisf.net) no later than **Friday 8<sup>th</sup> March 2024, 12 noon**.

Details of full 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.*

*The NI Sports Forum is an equal opportunities employer.*