



Job Description

Job Title: National Organiser

Salary: NJC Scale point 28 - £32234 pro rata (annual review)

Hours per week: Part time 25 hours per week. Occasional weekend and evening work is part of the role

Start date: June 2022 or as soon as possible

Location: Office based
(Flexible working arrangements by negotiation)

Reporting to: Chair of Board of Trustees

Managing: A small team comprising of two Office Administrators (one home based, one based in the office at Buntingford, Herts), Finance Manager (home based), Regional Membership Co-ordinator (one home based, one office based)

About NWR

National Women's Register (NWR) is a well-established national organisation with charitable status (Reg. no. 295198). The organisation was conceived as the National Housewives' Register in 1960 and became a charity in 1980. The aim was to enable women to meet together in local groups and explore thoughts, ideas, and experiences. Members enjoy lively, stimulating conversation and broadened horizons and the opportunity to meet with other women. Local groups also organise book clubs, walking groups, coffee mornings and other enterprising activities.

NWR is open minded, welcoming, friendly, respectful interested in all issues particularly those relevant to women's lives. NWR is not political or religious and does not campaign or fundraise.

There are 5343 members in 339 groups across the UK. Membership benefits include insurance to meet in each other's houses, area events and an annual national conference, a magazine, a website – **Error! Hyperlink reference not valid.**, Facebook groups, Zoom talks and others.

Main purpose of the job

We are recruiting for a pivotal role in this national organisation. Working with a small, committed team the successful applicant will oversee and successfully manage all elements of running the organisation including membership, marketing, finance, and staffing. Effective organisational management requires a high level of efficiency, meeting essential deadlines and maintaining and improving the internal functioning of the organisation.

The successful applicant will play a crucial role in the implementation of the strategic plan, taking the organisation forward and significantly increasing membership. Liaising with the trustees and staff, a proportion of this role will involve organising the national conference and other innovative national and regional events to engage existing members, increase membership and promote NWR.

As duties and responsibilities evolve the successful candidate must be willing to be flexible in relation to the working hours of this role. Some events and meetings may involve an overnight stay.

Key Responsibilities

- Manage the operational plan, the financial resources and expenditure
- The line management of all staff, the supervision of the Office in Buntingford, personnel matters, regular staff meetings and co-ordinating communication between home based staff.
- Coordinate and support all membership activities.
- Ensure the smooth running and internal functioning of the organisation including established systems and processes.
- Implementing the timetable governing the organisation, ensuring that all procedures and deadlines are maintained.
- Co-ordinating the agenda of the Trustee meetings (usually 4 per year) and ensuring appropriate actions are expedited.
- Contribute to the Strategy Plan and future development of NWR with the aim of significantly increasing the membership.

Additionally, the National Organiser is responsible for:

- Adopting a proactive and innovative role in managing and delivering national and regional events to attract new membership and engage current members.
- Prioritising marketing and promotion to engage new members and establish new groups.
- Actively engage the concept of partnership working to increase and promote the presence and public awareness of NWR.
- In consultation with a lead trustee and local volunteers, organise, coordinate, and attend the National Conference.
- Identify national geographical areas for growth and development of the organisation.

Benefits

- Flexible office-based working
- Travel and accommodation
- Attendance at the National Conference
- Time in lieu for work outside the agreed hours
- Associated expenses
- Laptop and appropriate software
- *NWR offers the NEST pension scheme*

Annual Leave

NWR's holiday year runs from 1 January to 31 December. In each complete year full-time employees are entitled to 23 days paid holiday per year, plus 8 statutory days for the Bank holidays

Making an Application

The application process consists of:

A fully completed Job Application form (to be downloaded from the website)

You *must refer to* the attached Person Specification in your application

Application Deadline: 12pm 13th May 2022

If you would like an informal chat about this role, please contact

The NWR office:

Telephone: 01603 406767

Person Specification: National Organiser

	Essential	Desirable
Skills and abilities	High level of technical literacy	
	Supervisory/ Management skills with ability to delegate	
	Organisation and coordination of high-profile events and conferences	Public speaking
	Excellent written and verbal communication	
	Able to work proactively and prioritise tasks	
	Able to work alone /own initiative	
Knowledge	Microsoft programmes, internet, and other databases	Knowledge of NWR and charitable status
	Social media and other emerging technologies	Marketing techniques
	Policies and procedures of a charitable organisation	
	Commitment to the spirit and values of NWR	
Qualifications	Good standard of education	Information Technology
	Relevant degree equivalent or above	Management /Marketing
Experience	Staff supervision/ management/appraisal	
	Regular meeting and event organisation including Board meetings	
	Not for profit/charity sector	
Personal Characteristics	Self-confident and motivated	
	Interpersonal and presentation skills	
Other requirements	Full and current driving licence with access to a reliable car	
	Flexible: Able to work some evenings and occasional weekends	