

Membership and digital assistant (12 month contract)

Salary	£24,534 (plus 7% pension contribution)
Pension	Up to 7% employer pension contribution
Holiday	30 days per year plus bank holidays
Duration	Fixed Term - 12 Month Contract
Hours	10am to 6pm, Monday to Friday (flexible working available – see below)
Location	Central London or home-worker (see below)

About the post

The Fabian Society is seeking an enthusiastic and reliable membership and digital assistant. The role will involve digital content creation for social media and our website, working with our membership network, and supporting member-led activities alongside the membership and digital communications manager.

Our 12-month assistant positions are designed for people with significant potential who do not have previous experience of working in politics. You will enter a year-long development programme during which you will be trained to perform all aspects of the job and undertake a wider induction into working in politics. We strongly encourage applications from people under-represented in politics and at the Fabian Society, including disabled people, people from racially diverse backgrounds and people from low-income backgrounds.

The organisation

The Fabian Society has been shaping and influencing politics and public policy for 140 years. We are an independent left-wing think tank and democratic membership society with almost 7,000 members. We publish articles and reports, conduct research and major inquiries, convene conferences and events and facilitate our members' political debate and activism across the UK. Our employees share the aims and values of the society and automatically join as members upon appointment.

The society is affiliated to the Labour party though we are editorially and organisationally independent. Four senior frontbenchers sit on our executive committee and our team work closely with senior Labour figures especially as part of our thriving events programme. With less than a year to go until the next UK election, it could not be a more exciting time to join our communications and membership team and have a real impact on UK politics. This is a new role within a new team, which is reinventing our digital communications, marketing and membership experience as well as intensifying our engagement with our political stakeholders. You will be part of a team of three - and be part of a staff team of 15 that also covers research, events and editorial. The society's offices are in Westminster, central London; London-based employees work in the office on Tuesdays and Wednesdays, and those based elsewhere work there fortnightly.

About the post

The role of MEMBERSHIP AND DIGITAL ASSISTANT is to support and deliver the society's digital communications, marketing, stakeholder engagement and membership experience and activism. This is a new job within a new team with a lot of scope to make your mark.

You will be responsible for creating digital content for our social media and current website, including content creation for a new website we are in the process of commissioning. In parallel, you will work with your manager to develop new programmes for our members, enhance our members' experience, and develop new stakeholder communications and activities.

The ideal candidate will have a flair for visual and written content creation, an active interest in social media, strong digital skills, an ability to adapt content for different audiences, and excellent interpersonal skills. Working with colleagues, members and stakeholders is a key part of this role, so a personable and professional attitude is essential. They will also have an interest in UK politics and policy, but not necessarily worked in this field, and a strong understanding of and engagement with the Fabian Society's objectives and values.

Our membership

The Fabian Society is proud to be a democratic membership society with almost 7,000 members. Our members are at the heart of everything we do. They set the society's direction, through member meetings, elections and committees. They shape our programme as contributors and volunteers. And each year hundreds of activities are organised by and for our members by policy networks, autonomous sections of the society – the Young Fabians, the Fabian Women's Network, the Scottish Fabians, the Welsh Fabians – and by affiliated local Fabian societies. A key dimension of this role will be to improve the support available to volunteer-led member activities and to scope out new programmes to support our members political development.

Membership of the society is also a service to our members and we are seeking to improve the offer and experience members benefit from. We want to improve our processes and administration, enhance the digital communications and content we offer members and introduce more member-exclusive activities, including for members who make regular donations to the society.

Our communications and marketing

The membership and digital communications team is responsible for all our digital communications and stakeholder relations. This includes responsibility for our website, CRM system (we use CiviCRM), email newsletters, marketing and social media strategy. We are about to commission a new website and you will be part of developing and enacting a digital strategy that reflects the changing digital and media landscape. You will also deliver a programme to enhance our relationships with key political and policy stakeholders. You will work closely with colleagues in other teams whose responsibilities include or are adjacent to communications and marketing – especially our editorial team (member magazine, online articles, publications), events team (member-facing events) and our media consultant.

Colleagues across the organisation will help support the delivery of our communications and a key part of the role will be to coordinate activity across the organisation.

Inclusion and flexibility

The Fabian Society is strongly committed to equality, diversity and inclusion. We value the varying perspectives that people with different identities and backgrounds can contribute. We particularly encourage applications from people who have backgrounds, lived experiences and identities that are under-represented in political research – women, disabled people, people from minority ethnic or working-class backgrounds, LGBTQ+ people, and people not based in London.

Flexible working

We welcome applications to work flexibly from the outset. This could mean requesting non-standard or part-time hours to support family-friendly working. Or you can request to be a home-based worker, with occasional planned office days.

Location

We are a UK-wide organisation and believe policy research is too London-centric. We welcome and encourage applications from people who don't live in commuting distance of London, although planned visits to London will be expected once or twice a month, as your work requires.

Flexible working options can be discussed at interview stage, but feel free to get in touch before applying if you have any questions.

Job description

Membership

1. Liaise with and support members running member-led activities (eg committees or networks of members).
2. Support the administration and promotion of member-led activities to Fabian members and on social media.
3. Deliver membership activities to engage and retain our existing membership over nearly 7000 people across the UK.
4. Support creation of and deliver membership recruitment plans to increase our membership.
5. Provide cover for membership transactions and database administration when Membership Officer is on leave.

Digital communications

1. Create digital content for social media based on Fabian articles, reports and events, working with colleagues in the editorial, research and events teams to develop a calendar of content.
2. Schedule, plan, draft and send regular email bulletins to stakeholders, members of the public, Fabian members and former members.

3. Maintain and build the society's contacts database especially with respect to non-member stakeholders.
4. Update the existing website and develop content for our new website.
5. Edit audio and video files for social media including 'Fabian Thinking', the Fabian Society podcast (full training will be provided).

Person Specification

Candidates should show as many of these attributes as possible – and demonstrate the aptitude to develop in the remaining areas:

1. Demonstrable ability to create visual and written content, adapting content and style to different platforms and audiences.
2. Demonstrable interest in social media platforms, and an understanding of best practice for digital content, engaging with digital audiences, and reusing content appropriately.
3. Excellent organisational abilities and a proactive approach to problem solving, with the ability to meet competing deadlines, deal with changing circumstances and resolve problems.
4. Experience of developing and maintaining good relationships with professional contacts and members of the public.
5. Excellent written and verbal communication skills; with the ability to draft clear and engaging copy; with attention to detail and a high level of accuracy.
6. Strong digital literacy with the ability to quickly acquire proficiency in a wide range of software packages and online services; and the interest and aptitude to continue developing digital skills and become a more advanced user of relevant packages over time, for example: Office 365 applications; website content management systems (eg WordPress); design packages (eg Canva); databases and CRM systems (eg CiviCRM); digital event, video and audio platforms; social media platforms.
7. Ability to work collaboratively as part of a team, engaging with colleagues across the organisation.
8. Commitment to the values and ethos of the Fabian Society; and demonstrable interest in or experience of UK left-wing politics.
9. Willingness to work occasionally at weekends and evenings and travel to conferences and events across the UK.

Conditions and benefits

Salary	£24,534
Pension	Employer pension contribution: <ul style="list-style-type: none">• 7% when employee contribution is 7% or more• 6% when employee contribution is 5% or more• 5% when employee contribution is 3% or more
Holidays	30 days plus public holidays (3 days to be taken between Christmas and New Year)
Normal hours	35 hour week, 1 hour unpaid lunchbreak, normal hours 10am to 6pm, Monday to Friday
Location	EITHER the society's offices in Westminster, central London OR home worker
Flexible working	We will consider proposals for flexible working during recruitment. The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff
Other benefits	Free membership of the Fabian Society; cycle to work scheme; season ticket loan; give as you earn; additional leave purchase; sickness, maternity, paternity, and adoption pay above statutory minimum
Training	Right to request financial support and/or paid time off for study towards relevant professional qualifications
Trade union	Recognised trade union

Please note that the society has the primary right to the professional services of its staff. No outside activities affecting or concerning the society may be undertaken without the explicit agreement of the General Secretary (eg paid work in a related field, journalism, public speaking, standing for public office).

You will be asked to work at evenings and weekends from time to time, due to the nature of the position's responsibilities and the society's work. All staff are asked to work out of hours on the day of Saturday conferences and during the week of Labour party conference.

When you work additional hours you will be able to take time off in lieu (TOIL) subject to our TOIL policy and with the agreement of your line manager.

To Apply

You should apply by emailing a completed application form to the email address below.

You are also requested to complete an equality and diversity monitoring form. This should not include your name and will be separated from your application and used only to review the overall profile of applicants.

Your application should arrive no later than 11am on 2nd of April 2024

We plan to hold interviews in the week beginning 8 April 2024. Please indicate any times we are not available for interview between these dates when you apply.

Please apply by email with the subject line 'Membership and digital assistant'

To: recruitment@fabians.org.uk

For more information, contact Phil Mutero

Tel: 020 7227 4903 : Email phil.mutero@fabians.org.uk

Website: www.fabians.org.uk