

JOB DESCRIPTION

Job Title:	Membership & Business Development Assistant
Reports to:	Business Development & Special Projects Manager
Location:	Great Yarmouth

Summary of Position:

The Membership & Business Development Assistant actively supports the Business Development & Special Projects Manager in all membership and Business Development activities to include the EEEGR Special Interest Groups (SIGs). In addition, the role supports the Events & Marketing Executive in attending and assisting with the planning and running of all EEEGR events and activities for membership benefit and recruitment.

Main Duties & Responsibilities:

Membership

- To ensure that EEEGR puts membership and membership benefits at the very core of the EEEGR ethos and working practice.
- Establishes a pro-active approach to engaging with members and non-members including arranging and attending meetings with potential stakeholders.
- To assist the Business Development & Special Projects Manager (BDSPM) in the development of the strategy for EEEGR's membership and commercial areas of the business.
- Organising monthly membership updates and renewal letters.
- Processing of new/ceased member information with the support of the BDSPM.

Special Interest Groups (SIGs)

- Writing, updating and maintaining SIG minutes, steering group membership, Terms of Reference and any other SIG materials and papers.
- Ensuring that SIG actions are followed through and chased up with those responsible.

Reporting & Budgets

- Monitor and coordinate membership statistics, reporting to the team and assisting in the writing of quarterly board reports.
- To assist with the setting and management of all membership budgets and targets in association with the BDSPM.

Marketing & Communications

- To provide information and content relating to EEEGR membership and commercial activities to be shared on website, e-shots and social media (Twitter, LinkedIn etc.) by the marketing team in association with the BDSPM and the Events & Marketing Executive.
- Produce suitable suggestions for content (editorial and advertising) for the weekly e-shots and the tri-annual EEEGR News magazine in association with the Events & Marketing Executive.
- Assist with elements of event promotion, preparation and logistics.

Customer Relationship Management (CRM) Software

- Maintain and develop the CRM system with all membership information and contact details.

Finance

- Raising supplier purchase orders, collating information and liaising with the accounts function regarding membership and any business development invoicing that is required.

Liases with:

- Members and prospective members
- EEEGR Executive Team
- Board of Directors
- Senior Industry Leaders and Public Sector Individuals
- Government Departments, Politicians and Partner Organisations

Personal Qualities & Requirements:

<p>Essential</p> <ul style="list-style-type: none"> • A professional ambassador for the organisation. • Confident and able to promote the organisation at all events and opportunities. • Ability to work well as part of a team. • Well organised with a good attention to detail. • Numerate with good analytical skills, especially with regards data trends, statistics and reporting. • Ability to express information clearly and professionally. • Well-developed communication skills especially in networking, on a one-to-one basis and report writing. • IT literate with a high level of competency in standard software packages (MS Word, Excel and PowerPoint). • Must be willing and able to visit member or stakeholder offices, make site visits, and make overnight stays for business. • Clean, full UK driving licence with own mode of transport. 	<p>Desirable</p> <ul style="list-style-type: none"> • Industry knowledge, technically adept in one or more energy market sectors. • Able to conduct research and problem solve, in order to form strategies and actions. • Project management combined with being a completer finisher. • Adept at using CRM systems and other databases. • Experience of engaging with members or customers within a trade association. • Experience in organising conferences and exhibitions. • Experience within events management or as a part of the delivery of an energy related operational project.
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About EEEGR:

The East of England Energy Group (EEEGR) is the industry and skills association for energy producers and their Supply Chain in the East of England, representing around 300 members across the sector. It is a non-profit, business-led group committed to the sustained development of the energy sector in the East of England and the continued success of its members.

Skills for Energy (SfE), one of EEEGR's core programmes, is led by industry and its primary aim is to ensure the ongoing diversity and volume of skilled individuals to move towards securing the future wellbeing of the energy sector.

EEEGR's mission is to be the source of new opportunities and knowledge to enable member companies to strategically grow their businesses.

How to apply:

Please submit CV along with a covering letter, including salary expectations and notice period to Kerry Carter via kerry.carter@eeegr.com