
Eurodiaconia is looking to recruit a Membership Officer

Closing date for applications is 15 October at 12 midday CET.

Eurodiaconia is a European network of churches and Christian NGOs providing social and health care services and advocating for social justice. Together our membership represents the needs and unique experiences of 58 national and regional organisations in 32 countries.

Diakonia is Greek for service and in the biblical sense, this means service for and with people in need.

Members' activities facilitate social cohesion and inclusion through diaconal education and provision of social and health services to young and old, people experiencing marginalisation, exclusion and poverty and situations of abuse.

Eurodiaconia creates a platform for diaconal actors to facilitate trans-national networking. It also creates a link between the regional, national, and European levels, developing ideas and feeding into policies to combat social exclusion, isolation, poverty, injustice, and inequalities.

The Job

We expect you to be motivated by networks that bring together similar organisations in an international context towards a common goal. You will understand the complexities of network organisations and have experience in developing tailor-made solutions for membership engagement. You should be very proactive, confident in initiating dealings with our partners, members, and external stakeholders and able to develop and steer the work of your specific portfolios to have maximum impact. You are expected to dynamically engage with our members specifically but also with other stakeholders. Although you should be able to work autonomously you must also be able to work collaboratively with colleagues, members, and partners. You should have a clear commitment to social justice, social inclusion and reducing social inequalities.

This post is offered initially for a 6-8 month period depending on the starting date, with extension based on available funding.

Overall, you should have a good working knowledge on how not for profit networks operate and how to develop maximum membership engagement. You will also support our work in bringing members together to share their practical experience on specific areas of work through our internal networks which work in person and online. You will also be committed to ensuring the co-ordination of your work with our communications team so that we share our practice, policy, and stories with as wide an audience as possible. You will have experience in delivering capacity building opportunities and in analysing and reporting on membership developments and needs.

You should be able to relate to and sympathise with our vision and mission and understand the traditions that unite our membership. You should appreciate the diversity of our membership and the various cultures that they represent. Our day to day working language is English but other languages are always an advantage.

We offer a competitive salary and benefits, generous holiday allowance, an international, supportive, and dynamic working environment with development opportunities. You will also have some regular travel and the opportunity to share in the development of our vision of a socially just Europe.

How to apply Please send a CV and cover letter outlining your experience and how you match the job description to recruitment@eurodiaconia.org. Cover letters should be no more than 2 pages in length. Please do not send any additional documentation such as references, certificates etc. Applicants should have the existing right to live and work in the European Union and we are not able to sponsor any work permits for this post. We are looking for candidates who can start as soon as possible and will review applications on a rolling basis so please apply as early as possible. Due to the high level of applications anticipated we will not be able to reply to each application. Only shortlisted candidates will be contacted for interview.

Job Description

Membership Officer

Reporting to	Head of Operations
Responsible for	N/A
Other Key Relationships	Policy Officers Communications Officer Projects Officer
Date of Creation/Revision	29/09/2023

The purpose of the role is to

Main tasks:

- **Support effective engagement of Members in the network by**
 - Managing applications for network membership including research and due diligence.
 - Ensuring effective on-boarding of new members so that they can take a full part in the life of the Network.
 - To liaise with members and contribute to their active engagement in the work of Eurodiaconia.
 - Develop systems to ensure the regular contact with members by the staff team and the effective recording of information on members within the secretariat.
 - Support relevant member events such as study visits, meet your MEP and ensure the involvement of other staff as needed.
 - With the Secretary General manage the governance aspects of membership such as exclusion or resignation from membership.

- Carry out the Annual Membership Survey and identify trends, needs and actions for effective engagement.
- Support and where necessary facilitate agreed Eurodiaconia meetings and activities.
- Support administrative and logistical aspects of Eurodiaconia meetings and events, including registrations, practical organisation, communication with participants etc.

- **Support our capacity building strategy – Social Europe Academy**

- Working with colleagues ensure that the full programme of the SEA is delivered as planned.
- Organise training events online and in person and work with colleagues to integrate capacity building into other events.
- Based on consultation with members, identify key areas for future Social Europe Academy activities
- Update training and capacity building tools in co-operation with other colleagues.

Other Tasks:

- Contribute to the preparation of Supervisory Board meetings and attend meetings as necessary, ensuring timely and effective follow-up of any decisions relevant to this area of work.
- Provide information on Eurodiaconia and its work to outside groups/individuals when necessary.
- Contribute to developing an effective team approach with colleagues based in the secretariat.