

# The Honourable Society of Lincoln's Inn



## *Member Engagement Manager* *Salary: £32,000*

### *Purpose of the Post*

Develop and implement a programme of member engagement activities to increase member involvement with the Inn and deliver what members need in terms of professional development, networking, social, and wellbeing activities.

### *Knowledge/ Skills Required*

1. Experience of working within a membership organisation / association or professional body.
2. At least three years experience in a similar role.
3. Experience of developing an engaging programme of events and initiatives.
4. Strong knowledge of event management practices and techniques.
5. A confident communicator with excellent written and verbal communication skills, capable of communicating effectively with a wide range of people.
6. Ability to work well in a team, manage people effectively, and develop productive relationships.
7. Ability to negotiate confidently and persuasively with people at the highest levels, on both an internal and external basis.
8. Ability to deal with strategic issues of major importance to the Inn and argue the agreed line.
9. Ability to analyse issues, make informed judgements, take appropriate actions and accept responsibility for results.
10. Ability to use own initiative, multitask, prioritise, and work well under pressure with minimum supervision, with a positive 'Can Do' attitude
11. Excellent organisational, planning and leadership skills.
12. Willingness to help and support team members including being flexible to business demands.
13. Highly developed attention to detail.
14. Ability to use IT extensively including databases.
15. Ability to demonstrate honesty and integrity in everything.

*Closing Date: Monday 16 March*  
*Interview Dates: Monday 23 March*

If you are interested, please send your CV to [HR@lincolnsinn.org.uk](mailto:HR@lincolnsinn.org.uk)