

LISTENING BOOKS

Job Description and Person Specification

Job Title:	Membership Assistant
Reporting to:	Development and Operations Manager
Working Hours:	This is a part time position at 17.5 hours per week. Our normal office hours are 9am to 5pm Monday to Friday, but the post holder may from time to time need to undertake some aspects of the post outside the normal office hours for which time off in lieu will be given.
Contract Type:	Permanent.
Job Purpose:	To recruit new service users to Listening Books' free audiobook membership programme, growing the charity's membership.
Salary:	£11,500 per year (£23,000 pro rata)
Benefits:	Listening Books runs a matched contributions pension scheme up to a maximum of 8% of an employee's (gross) salary. We also offer an interest free travel loan for eligible employees and paid sight tests. You will receive 20 days paid holiday (pro rata) each year, in addition to bank holidays, and this will rise on length of service.

Main Duties

1. To build and develop relationships with various disability charities, educational centres and other relevant groups and organisations around the UK with the aim of recruiting new service users to Listening Books' free audiobook membership programme.
2. To represent Listening Books at exhibitions and other relevant meetings around the UK from time-to-time to promote the charity, including giving demonstrations of the service.
3. To undertake such other duties and responsibilities as may be reasonably required in a small charity where flexibility is essential.
4. To work in a way that ensures the security and confidentiality of all personal data processed by Listening Books.

Person Specification

Essential

1. Excellent interpersonal and communication skills (both written and verbal) when dealing with a wide range of people.
2. Research skills to utilise the internet and other means to identify new sources of eligible members who would benefit from Listening Books' services.
3. Excellent organisational skills with the ability to effectively and proactively prioritise own workload to meet deadlines.
4. Good working knowledge of Microsoft applications including Excel, Word and Outlook.
5. Excellent attention to detail and accuracy.
6. A strong commitment to Listening Books' mission and a desire to help it achieve its aims and ideals.

Desirable

1. Experience of working or volunteering in the charity or disability sector.
2. Demonstrable experience of building relationships and partnerships with charities and community groups, particularly referral schemes.

To Apply:

Please email your CV and cover letter (which **must** detail how your skills and experience meet the person specification and why you are interested in the position) to Robert Marchant at info@listening-books.org.uk or by post to 12 Lant Street, London SE1 1QH.

All appointments are subject to two satisfactory references, including a previous employer, evidence of the right to work in the UK and a basic DBS check.

The closing date for applications is Tuesday 23rd August at midnight.

Interviews are expected to take place on Wednesday 31st August via Zoom.

Diversity Policy

It is the charity's intention that all (part-time and full-time, as well as temporary, permanent and fixed term staff) employees (and job applicants) should have an equal chance of advancement, access to opportunity, and the training necessary to that end. All employees will be recruited, promoted, transferred and trained on the basis of ability, job requirement and fitness for the job, as defined in the person specification and job description. All reasonable facilities will be provided for employees with disabilities to pursue their careers without difficulty or disadvantage. Listening Books will meet its obligations under disability discrimination legislation. You must be willing to show commitment to the charity's diversity policy.

Privacy notice: Details of unsuccessful applications will be held on record under the lawful basis of Listening Books' legitimate business interests for a period of 6 months before being securely destroyed.