

HESPA Membership Development Manager

Job Description

Full time

We are...

The Higher Education Strategic Planners Association (HESPA) is the representative body for those working in strategy and planning roles in UK higher education providers. Our members are higher education providers, of which we have nearly 150. We work to support relevant staff by enabling greater networking, staff training and development and advocacy opportunities.

We are looking for...

An ambitious and energetic HESPA Membership Development Manager to listen to member needs, identify solutions and drive forward to implement projects and support streams. The role holder will have at least three years' experience of working in the higher education sector, in any function or department, and share a basic understanding of the policy environment in which our institutional and individual members operate. This is a homeworking role, however we do have an office in Loughborough should you wish to access that and there is likely to be some travel involved to meetings and events across the UK. The post-holder reports to the Executive Director and has no staff management responsibilities.

You need to be...

An **exceptional communicator** with a high level of **emotional intelligence** who can **drive action and engagement**

Because you will need to...

- Interpret complex, technical information and present it in a simplified and accessible way
- Have the ability to write well, adapting style and tone as appropriate, and communicate clearly across a range of media
- Be confident speaking, both virtually and in-person, with a range of members and stakeholders, sometimes at a senior level
- Represent the association externally and deputize for the Executive Director when necessary as the 'face' of the organisation
- Command credibility among members and not be afraid to ask questions
- Be a people person who is good at relationship building and enjoys stakeholder management
- Keep spirits high and generate member engagement, sometimes against the odds, during busy periods or when engagement is low

A competent **project manager**, who can **juggle** multiple workstreams and stakeholder communications, and **prioritise** accordingly

Because you will need to...

- Be able to think and work in a structured way
- Be able to translate ideas and suggestions into project plans and oversee their delivery
- Be as confident in the development of plans, as you are in their implementation
- Use data and evidence to monitor and evaluate work, and make continuous improvements
- Use your initiative to put intent and relationships before specific project management methodologies and mechanisms
- Demonstrate excellent organisational skills, and juggle multiple work streams with competing priorities to complete tasks and meet deadlines

A **creative and intellectual thinker** with **knowledge** and **experience** of the **higher education** sector

Because you will need to...

- Be a 'big picture' thinker, not only executing plans, but generating fresh 'out of the box' ideas
- Be naturally curious about people and the way they work
- Question the status quo and be a critical friend to colleagues and members alike
- Have at least three years' experience of working in the HE sector
- Have an awareness of, or be able to learn quickly about, strategy and planning in higher education and the way in which it interfaces with other functions or departments
- Be confident of your own ability and willing to challenge yourself and others
- Support the Executive Director in the strategic development of the association

A **"self-starter"** who thrives in a **small team environment**

Because you will need to...

- Have a friendly, open, and supportive manner towards other team members
- Have the ability, and be happy, to work from home and unsupervised for much of the time
- Work independently without too much direction, but also enjoy being part of a team
- Be able to travel to meet colleagues or partners and potentially to attend events
- Produce work to a professional standard and with attention to detail
- Use your excellent IT Skills including Word, Excel and email on a daily basis
- Have a flexible approach to team working – sometimes working outside normal office hours, for example when organising or attending events
- Commit to observing the organisation's Equal Opportunities Policy at all times
- Demonstrate knowledge and understanding of Equality, Diversity and Inclusion (EDI) and what this means for PHES and its institutional members
- Have a willingness to undertake further training.

You might also have...

- Previous experience in a membership organisation
- A degree level or equivalent qualification
- Previous experience of, or exposure to, strategic planning work
- Previous experience of working with data and analytics
- Previous experience of working in policy environment and/or a good understanding of policy issues the HE sector is currently facing

We will offer...

- A full time role, working from home
- A competitive salary at **Grade 7 £33,314 - £46,047** pro rata dependent on qualifications and experience
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance
- **30 days' holiday**, plus bank holidays and discretionary days' office closure
- Support for CPD and appropriate training
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed