



Membership Administrator

Reporting to: Lucy Moriarty

Purpose of Role:

To work as part of the Volunteer team coordinating the Membership Scheme for supporters of the Holst Birthplace Trust.

Anticipated Time Contribution:

At least 1 hour a fortnight regularly, 2 days to process renewals in October.

Duties

- Maintain the membership database, ensuring that membership applications and renewals are processed promptly, and that new members are welcomed.
- Monitor the membership@holstvictorianhouse.org.uk email account.
- Add members' details into our Mailchimp email system.
- Administer annual subscription renewals in October each year in conjunction with the Treasurer.
- Provide periodic updates to trustees on membership numbers (including new members, lapsed members, membership income etc.) and trends.

Benefits:

The Membership Coordinator will:

- Become a Member of the Holst Birthplace Trust (as a Volunteer Member) enjoying all the benefits this membership brings.
- Have the chance to learn new skills and make new friends.
- Receive professional recommendation and networking opportunities.

Training and Support:

The Membership Coordinator will:

- Receive a full induction to volunteering at the Museum, including access to the Volunteers' Handbook and Museum policies and procedures.
- Receive relevant training in house and through South West Museum's Development.
- Receive professional recommendation and networking opportunities.
- Receive support from Staff and Trustees with solving any problems they may experience in their volunteering at the Museum.