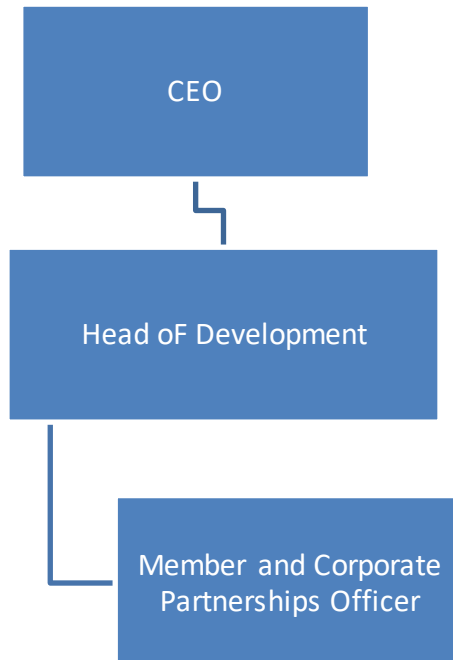




## Job Description

<b>Entity in which the role sits:</b>	The National Motor Museum Trust Limited	<b>Position type:</b>	Full-time
<b>Job title:</b>	Member and Corporate Partnerships Officer		Please enter number of hours per week below: 37.5 hours
<b>Department:</b>	Development Office		Fixed Term Contract (FTC)
<b>Location:</b>	Collections Centre <small>(For example, John Montagu Building, Beaulieu, SO42 7ZN)</small>		<b>Additional information:</b> Insert additional position information here (if any)
<b>Salary range:</b> <small>(Based on experience)</small>	£ 28,000 to £ 30,000 Select FTE / Hourly		
<b>Study package?</b>	Study package included? no	<b>Standard Beaulieu Hybrid Working Policy Applies:</b>	Yes
<b>Driving licence required?</b>	Yes		<b>If no, please specify why it doesn't apply and outline what does apply below:</b>
<b>Travel required?</b>	Yes		Insert additional hybrid working information here
<b>Start date:</b>	TO BE CONFIMRED		
<b>Application cut-off date:</b>	17/05/2024		

**Reporting lines:** *(Please use the hierarchy template below or insert a screenshot of a different organisational chart if you have one. Please ensure this role is highlighted)*





**Purpose of the role:**

To develop, manage and maintain the ongoing relationships with the following broad groups of individuals and organisations

- Beaulieu One Hundred members
- Commercial and Individual Sponsors of the National Motor Museum
- Liaison with the Beaulieu Friends Scheme

As directed identify key personnel and individuals within potential partners with a view to securing membership funds / sponsorship monies / benefits in kind to support the National Motor Museum Trust.

<b>Qualifications / Education</b> (or equivalent)	<b>Importance</b>	<b>Assessment approach</b>
Educated to Degree level	Desirable	Shortlisting / Interview
<b>Experience</b>	<b>Importance</b>	<b>Assessment approach</b>
Membership Relationship management	Desirable	Shortlisting / Interview
Success in a role that has required a high level of social interaction.	Desirable	Shortlisting / Interview
Using a CRM database system	Desirable	Shortlisting / Interview
Experience in motoring related field	Desirable	Shortlisting / Interview
Experience of running social events and programmes	Essential	Select



## Job Description

<b>Skills</b>	<b>Importance</b>	<b>Assessment approach</b>
Strong administrative skills, organised and able to prioritise workload.	Essential	
Proficient in in Word, Excel and Powerpoint and using MS Office	Essential	
Ability to write articles and clear in communication style	Essential	
Able to engage and articulate with all individuals appropriately	Essential	
<b>Knowledge and understanding</b>	<b>Importance</b>	<b>Assessment approach</b>
Ability to use Customer Relationship Management database	Desirable	Select
<b>Attributes</b>	<b>Importance</b>	<b>Assessment approach</b>
Self starter able to manage own workload and take initiative when required.	Essential	
Engaging and confident when dealing with all enquiries	Essential	
Articulate and able to explain the Trust ambitions	Essential	
Consultative approach to selling and able to identify opportunities	Essential	



Role and responsibilities			
<b>Main Duties</b>			
<b>Beaulieu One Hundred Membership</b>			
<ul style="list-style-type: none"> <li>• Develop and maintain ongoing relationships with individuals from the Beaulieu One Hundred / Friends schemes.</li> <li>• Suggest, organise, develop, communicate and deliver the Beaulieu One Hundred’s patron scheme’s social and speaker programmes and all its associated facets.</li> <li>• Ensure all administration and membership recruitment events involved with the scheme are properly maintained and implemented using the Access CRM database</li> <li>• Attend events, meetings of and advise the respective steering groups.</li> </ul>			
<b>Commercial and Individual Sponsors</b>			
<ul style="list-style-type: none"> <li>• To identify, ‘introduce’ and ‘hand over’ contacts at an appropriate stage to designated staff for conversion and at an appropriate stage ensure relationships are managed on an ongoing basis.</li> <li>• Agree and implement new sponsorship and corporate partnership opportunities and assets, concentrating on agreed key opportunities to secure investment and managing any resulting benefit / delivery programme.</li> <li>• Ensure all administration in relation to the above is carried out as required.</li> <li>• Ensure that various ‘standalone’ schemes, such as sponsor a vehicle, remain visible and are administrated in an appropriate manner.</li> <li>• To draft agreements for sponsorship and corporate partnerships as instructed once terms have been negotiated, and where required to implement and track delivery of benefits under such agreements.</li> </ul>			
<b>General</b>			
<ul style="list-style-type: none"> <li>• Monitoring of relevant budgets and their expenditure.</li> <li>• Establish good practice systems for the management of information relating to corporate prospects and their recording.</li> <li>• Provide management information on a regular basis as required and directed.</li> <li>• Any other duties which maybe required from time to time supporting the organisations in their relationship and marketing activities.</li> </ul>			
By the nature of the role flexibility will be required in the hours worked in any particular week including some weekends.			
Line Manager Approval:	Michelle Kirwan	Date:	30/04/2024
HR Approval:	Lisa Gridley Insert approver name here	Date:	30/04/2024