



AMCIS

Admissions, Marketing and Communications
in Independent Schools

Programmes and Corporate Member Manager

Job title:

Programmes and Corporate Member Manager

Reports to:

AMCIS CEO

Based:

Flexible location with attendance, in person, required for one team meeting per half term at the AMCIS Head Office

Salary:

circa £33,000 pro rata

Hours:

14 hours per week (Term time only + 3 weeks)

JOB DESCRIPTION

Conferences & Seminars

- Responsible for sourcing and securing relevant speakers and all event programming, for:
 - Admissions Conference
 - Prep School Seminar
 - Annual Conferencein line with AMCIS mission and values and business and communications strategies.
- Take the lead on sourcing and securing speakers on a wide variety of topics and issues covering all areas of admissions, marketing and recruitment in independent schools, with reference to previous delegate feedback.
- Formulate lists of prospective speakers to cover agreed topics and issues to be covered in each event.
- Be proactive in approaching individual speakers, either personally or by using Board Members or other school members to make the approach, if more appropriate.
- Source Keynote speakers within an agreed budget.
- Programme balanced, appropriate running orders for each event.
- Liaise, in a timely manner, with the Events and Training Manager on speaker requirements, and the Communications Manager on potential speaker publicity opportunities.

Corporate Membership

- Responsible for the positive development of relationships with all AMCIS corporate members, in line with AMCIS mission and values and business and communications strategies.
- Regularly communicate with corporate members on upcoming events and opportunities to add value to their membership.
- Actively work with corporate members to produce useful material for the AMCIS Resource Centre.
- Responsible for the negotiation and securing of sponsors and exhibitors for the Annual Conference.
- Research additional opportunities for corporate members to support AMCIS events through, for example, further sponsorship and exhibitor packages.
- Research and propose a revised corporate membership package, and execute a plan to communicate this in liaison with the Communications Manager.
- Liaise with other team members as appropriate.

PERSON SPECIFICATION

Experience:

- A track record of programming events and sourcing speakers.
- Extensive knowledge of the independent schools sector including individuals with specific knowledge and expertise in their field.
- Experience of admissions, marketing and communications in the independent schools sector.
- Experience of negotiating speaker fees.
- Experience of managing corporate partnerships.
- Experience of securing new corporate partnerships.
- Clear evidence of business development.
- Experience of negotiating and securing sponsorship and exhibitor contracts.

Skills & Aptitudes:

- Ability to work autonomously as well as part of a team
- Excellent time management
- Ability to work to deadlines
- Budget management
- Excellent negotiating and reporting skills
- Successful influencing and communications skills
- Evidence of effective IT skills
- Results-focused with the proven ability to personally deliver tangible outcomes
- Resilient, collaborative, diplomatic and emotionally intelligent
- Clear commitment to diversity and inclusion