

# BRISTOL CLIMATE & NATURE PARTNERSHIP

Membership Assistant -  
candidate information pack



**Youth  
Environmental  
Service**



**Bristol Climate &  
Nature Partnership**



# OVERVIEW

- \* **Contract:** Fixed Term (12 months)
- \* **Role:** Part-Time (28 hours, equivalent to 4 working days, worked between Monday – Friday)
- \* **Salary:** £19,600 yearly salary
- \* **Note:** The pay grade for this role is £24,500, but the actual salary would be pro-rata (£19,600 per year for a 4 day per week, part-time post)

We're also open to this role being 21 hours a week (equivalent to 3 working days, with a salary of £14,700), if that suits you better.

- \* **Reporting to:** Head of Business Development
- \* **Deadline for applications:** 17 August
- \* **Start date:** Week beginning 20 October
- \* **Interviews:** It is likely that this will be a two-stage application process.

Short-listed candidates will be invited to a short online interview on 17 or 18 September. A smaller number of candidates will then be invited to an in-person, formal interview on 25 or 29 September.

- \* Applications **only** accepted through the YES website, apply [here](#).

# DIVERSITY AND INCLUSION

We are committed to diversity, equity and inclusion, and believe that a diverse mix of perspectives will help the Partnership achieve its best work. We are aiming for our organisation to better reflect the city and region we represent and encourage applications from those belonging to marginalised groups or underrepresented groups.

This role is being created as part of the YES Bristol programme, which is supporting new work opportunities for young people, especially those facing additional barriers to accessing environmental work.



**Youth  
Environmental  
Service**

Alongside the support and training you'll receive from our team, you'll also get monthly one-to-one coaching sessions, regular learning and support sessions, all alongside other young people also in their first role at a variety of other environmental organisations in the region.

We'll do our best to remove any barriers you face and can adapt the application and interview process to support you.

## **Contact us**

If you would like to discuss the application process, please contact [jess@youthenvironmentalservice.co.uk](mailto:jess@youthenvironmentalservice.co.uk)

If you would like to discuss the role, please contact us at: [recruitment@bristolclimatenature.org](mailto:recruitment@bristolclimatenature.org)

# ABOUT OUR ORGANISATION

**Our vision** is a zero carbon, socially just Bristol where all our communities and nature thrive.

**Our values** guide our decision making, how we work with others and one another:

- \* Impact: we are committed to making change happen
- \* Collaboration: we love working together
- \* Courage: we hold hope and discomfort
- \* Wellbeing: we work sustainably

Bristol Climate & Nature Partnership is a unique network. We bring together over 1,300+ organisations (including local businesses, charities, community organisations and groups) to create positive change across climate, nature, and social justice.



Organisations of any kind can sign up for free to become a member of the network, where they can connect with others and be the first to hear about opportunities to get involved with our programme of events and projects.

Over the next three years we hope to work with others across Bristol and the West of England, expanding our efforts to support collective action towards our vision. We will continue to help our members to connect and work together, delivering projects to support businesses and communities to act on climate change protect nature whilst also improving people's quality of life.

Learn more about how we work to achieve our vision in our [Theory of Change](#).

# ABOUT THE ROLE

You will work with a passionate, ambitious and creative team to support and improve the membership experience for organisations in our rapidly growing network – communicating with our members and helping them to stay connected, informed, and supported on their journey to a healthier, fairer city.

You will play a key role in helping our organisation to understand its impact and to respond to the needs and interests of our members. This will include registering new members on our database, sending welcome emails, attending our events and tracking membership attendance, collecting feedback and keeping member records and contact details up to date.



You will also work with the Head of Business Development to help grow the network and deliver new and exciting opportunities for members, such as our ‘Supporting Member’ scheme — researching potential new members, helping to produce reports and helping to organise engaging and impactful special events.

You will gain experience of administration and events, as well as having the opportunity to build relationships with a wide range of people and learn about the positive work taking place across our city. You’ll learn new skills and processes, including how to manage our membership database and use information to evaluate impact. You will be supported along the way with plenty of opportunities to attend and help out at our Partnership events.

# MAIN RESPONSIBILITIES

## Membership services and engagement

- \* Process new membership sign-ups, providing helpful information and responding to enquires to help members get involved
- \* Help research and identify new potential members
- \* Communicate with potential and existing members at events (e.g. welcoming and registering attendees, sharing information about our work, gathering feedback or hosting membership information stands)

## Administration and database support

- \* Supporting our membership administration, which includes:
  - ⌚ Keeping member records organised and up to date, ensuring contact details are accurate and stored in line with our data protection policies
  - ⌚ Creating reports to help us understand more about the membership network (e.g. size, sector, location of membership organisations)
  - ⌚ Helping to log membership attendance at events on our database
- \* Working with the Head of Business Development to help improve existing data management processes



# MAIN RESPONSIBILITIES

## Business development

- \* Support the Head of Business Development with delivering the Supporting Member Scheme (paying members), which includes:
  - ⌚ Tracking membership renewal dates
  - ⌚ Compiling information for annual reports
  - ⌚ Helping to plan and run special events e.g. researching venues, helping to set up rooms, creating name badges, welcoming attendees
- \* Attend events, where appropriate, to engage with the Partnership's members and provide support as needed

## Other

- \* Helping to collect feedback (e.g. surveys) to support us to evaluate our work and impact
- \* Get involved and contribute to other team projects, including Climate Action Plan Working Group and our Diversity, Equity and Inclusion Work Plan
- \* Any other responsibilities that may be reasonably requested

# ABOUT YOU

- 1) You will be able to manage your time and workload, with a clear plan to get things done
- 2) You will enjoy and be able to communicate with a wide range of people
- 3) You will be passionate about working towards a better future for Bristol and our region
- 4) You will be comfortable working with data with a good attention to detail
- 5) You will have experience of using IT systems such as Microsoft 365 and key programmes such as Outlook, Word and Excel
- 6) You enjoy working as part of a team
- 7) You will be able to demonstrate that you are willing and able to learn new skills or processes



# BENEFITS

Our organisation aims to create an inclusive working environment where all employees have the space to learn, share, and grow.



Benefits include:

- \* Company Healthcare Cash Plan and Employee Assistance Programme, which provides support with health costs and a free advice helpline if you're struggling
- \* Two team wellbeing half days each year
- \* Cycle to Work scheme
- \* Climate Perks scheme (which offers paid 'journey days' to staff who travel on holiday by train, coach or boat instead of flying)
- \* Employee training & development opportunities



Our office is based in central Bristol and standard working hours are between 9am — 5pm. However, employees benefit from a flexible approach to working e.g. flexible start times, and the potential of sometimes working remotely (from home) if agreed with your line manager. A work laptop and any other necessary equipment can be provided for this.

Applications **only** accepted through the YES website.

➤ [Apply here](#) ➤