



PERSON SPECIFICATION

Job title: Member Engagement Co-Ordinator

You will have:

- Empathy with the values and mission of RDA
- Experience of working with Salesforce
- Experience of developing and maintaining relationships with key stakeholders
- Excellent verbal and written communication and interpersonal skills
- good organisational skills, able to use your initiative, manage workload and to prioritise activities
- Ability to work alone and as part of a team
- Presentation and event/activity organisation skills
- Ability to keep accurate records, including use of databases
- Knowledge and user competency of standard Microsoft packages, such as Word, Excel, Outlook
- Knowledge of GDPR and safeguarding legislation
- Ability to work flexibly to meet reasonable member needs (including occasional weekends and evenings)
- Excellent group work and facilitation skills



Guidance for applicants

1. The application process is designed to ensure the recruitment panel has the appropriate information to assess each candidate fully and fairly.
2. We will email you within 7 days of the advertised closing date to inform you if you have been short-listed for interview. Response to advertisements for vacant posts has become extremely high so we regret, therefore, that it is not possible to acknowledge receipt of application forms or to feedback to all applicants. Feedback is available to anyone interviewed who requests it.
3. Decisions are made on the basis of the person specification for the post. In your covering letter you should attempt to give clear, concise information, which demonstrates your experience and skills in each area detailed in the person specification.
4. Your cooperation in completing the Equal Opportunities form would be appreciated, as the feedback we receive will assist us in monitoring and implementing our Equal Opportunities Policy. All information will be **strictly confidential**. The form will be detached from your application to ensure anonymity and will not be seen by the selection panel. Your application will not be affected if you choose not to complete part or all of this form.
5. We will take up references only of candidates interviewed. Please tell us if you wish us to check with you before we contact your referees. Both references should be work-related and include your current or most recent employer (or equivalent).
6. We will treat this application in the strictest confidence. Only members of the recruitment panel will see it. It will be kept securely and destroyed 6 months after the recruitment process has been completed unless we confirm with you a continuing interest in Revolving Doors and your wish for your details to be kept on file. For more information about the lawful basis for processing your personal data, how we use and store it, and your rights, please see our privacy statement: <http://www.revolving-doors.org.uk/privacy-statement>.
7. We welcome applications from people with prior convictions in accordance with our policy (available on request).
8. If you have difficulties in completing this application please contact us.
9. Candidates who consider that they have not been fairly treated should write to:
Chief Executive, Revolving Doors Agency at pavan.dhaliwal@revolving-doors.org.uk within 14 days of the closing date or 7 days after interview.