

Head of Membership Affairs (maternity cover)
Secretary & Chief Executive's Office
Fixed-term contract, up to 12 months
Up to £48,000 plus attractive benefits

The Royal Academy of Arts (The Academy) is one of the Nation's treasures. Since it was established in 1768 for 'promoting the Arts of Design' with a governance structure relevant to its purpose, the institution has moved on in terms of its activities to the extent that it is today a flourishing commercial enterprise. It is a Charity but it receives no Government grant and survives as a result of its own efforts: admission charges, the Friends and corporate membership schemes, publishing, retail, catering, sponsorship, donations and bequests.

Through Laws that were written at its inception, the government of the Academy is vested in a President and Council and the General Assembly, plus Senior Members over the age of 75. In addition there are four Officers of the Academy: the President, the Treasurer, the Keeper and the Secretary and Chief Executive.

An exciting and rare opportunity has arisen for an exceptional individual to join the Academy as Head of Membership Affairs (maternity cover), to ensure that the organisation manages its corporate governance in line with business best practice. The successful candidate will be responsible for membership matters of the Royal Academicians (the members) and will act as their councillor and main point of contact for general queries related to the Royal Academy. You will also contribute to the efficient administration of the governance structure in accordance with the Royal Academy's "Laws".

Responsible for the preparation and organisation of Council and General Assembly meetings, you will possess excellent organisational, planning and administrative skills. You will demonstrate an exceptional eye for detail and first-class verbal and written communication skills.

Well presented, articulate and confident, you will be adept at building effective working relationships with people at all levels. You will demonstrate patience, diplomacy and the emotional intelligence to develop a rapport with gifted and occasionally idiosyncratic talent.

You must be able to demonstrate a genuine interest and knowledge of the visual arts and enthusiasm for the work and objectives of the Royal Academy of Arts.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website: <http://www.royalacademy.org.uk/careers-at-the-ra>

Closing date for applications: 26 October 2014
Interviews to be held: w/c 3 November 2014

JOB DESCRIPTION

JOB TITLE: Head of Membership Affairs
DEPARTMENT: Secretariat
REPORTS TO: Secretary & Chief Executive

MAIN OBJECTIVES

- To be responsible for membership matters and the social affairs of the Royal Academicians (the Members). To act as their point of contact for general Royal Academy matters, providing care and assistance as required
- To take responsibility for the preparation and organisation of Council and General Assembly meetings, as detailed below
- To contribute to the efficient administration of the governance structure in accordance with the Royal Academy's "Laws"

MAIN DUTIES

1. Organises and services meetings of Council and General Assembly:
 - Arranges monthly meetings with the four Officers of the Royal Academy, to discuss and confirm Agendas and other key membership issues
 - Oversees the making of all necessary logistical arrangements, e.g. timetabling, room booking and preparation of rooms, with refreshments and IT equipment, as needed
 - Gathers information and prepares all associated papers for each Council and General Assembly meeting
 - Ensures the advance notification to Members of meeting dates, and the timely circulation of papers prior to meetings
 - Attends meetings and takes full minutes
 - Transcribes notes to first draft stage for approval by the President and Secretary & Chief Executive. Finalises and circulates minutes
 - Notes all decisions made by Council and General Assembly and follows up action points
 - Reports on follow-up action at subsequent meetings
2. Maintains a Rotation List of Members for Council membership. Is responsible for administering appointments to Council, working closely with the Secretary & Chief Executive
3. Supervises and administers the General Assembly election process for new Members, elected and external members of Council, and Officers of the Royal Academy
4. Maintains Nomination Books for new Members, Senior Members and Honorary Academicians
5. Liaises with Chairs of Council committees to monitor membership of committees and their procedure, in accordance with the recommendations of the Audit Report on governance

6. Represents Membership interests at the Heads of Department meetings and by working closely with other Departments throughout the Academy. Acts as a source of information on Members to Academy both internally to staff and externally
7. Maintain and build on the strong rapport with Members; acting as their main point of contact with the wider RA staff and administration, responding to all Member queries and concerns promptly, answering written and verbal enquiries, whilst proactively anticipating any needs and requests.
8. Promptly refers all matters concerning the Summer Exhibition directly to the Summer Exhibition team; and all matters concerning Members' exhibitions to the Director of Artistic Programmes
9. Contributes to the databases, shared with the Summer Exhibition team, containing personal information on the Members
10. Ensures an efficient induction programme for new Members; that they are issued with ID cards; that the new Members' medals are engraved and ready for presentation; and that Diplomas for new Members (including Honorary Members) are appropriately prepared, signed and presented
11. Works closely with the Development Department on the Members' facilities in the Academicians' Room and the Grimshaw Library
12. Is available to be included in social occasions involving Members, in order to benefit from opportunities to get to know the Members individually and on an informal basis
13. Works closely with the Secretary of the RA Dining Club and with the Events Team (in the Development Department) in the co-ordination of Members' events. Includes planning and setting timetables and menus, circulation of information, sending out of invitations, gathering responses and answering queries
14. Follows the correct procedure on the death of a Member. Circulates notification, signed by the Secretary & Chief Executive, to all Members and liaises with the family over memorial arrangements
15. Liaises with the Executive Assistants in the President's and Secretary & Chief Executive's offices to ensure clear communications and consistency in approach
16. Reviews and up-dates the annual Council Card, ensuring its accuracy
17. Liaises with the Archivist with regard to the preparation of the Secretary & Chief Executive's bi-annual report to the Sovereign
18. Is responsible for maintaining the departmental budget and managing any required additional personnel
19. Complies with all relevant Health & Safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy
20. Undertakes any other related duties reasonably allocated by the Secretary & Chief Executive

PERSON SPECIFICATION

The individual sought will be a first-class administrator, and an experienced manager. The ideal candidate will need a motivating and facilitative style and will be a confident communicator who can work with a wide range of people.

Key personal skills and attributes include:

- First-class administrative skills
- Excellent verbal and written communication skills, combined with an exceptional eye for detail
- The ability to read people at all levels
- Strong interpersonal skills, including the ability to motivate, inspire and instil confidence, as well as build effective relationships
- Tact, patience, diplomacy and flexibility
- The emotional intelligence to develop a rapport with gifted and occasionally idiosyncratic talent.