



ROLE DESCRIPTION

HR LEAD

Team: Executive Committee (EC)

Location: UK based

Liaison with: All EC members

PURPOSE OF THE ROLE

To manage the database of members and donors as part of IUS's membership structure

To manage and support volunteers

KEY TASKS

1. Oversee the current membership strategy and structure
2. Manage the database of members and donors in a confidential manner
3. Add new members and donors and update the database with changes in members' contact details
4. Actively recruit new members and donors in events by liaising with the London and Manchester chairpersons, and the Finance team
5. Ensure the Get-Involved page on the website is up to date and lead recruitment drives
6. Oversee the induction process for new volunteers and ensure new volunteers are engaged through their team leads
7. Implement and oversee a buddy system for new volunteers
8. Manage details of volunteers, provide support and be the first point of contact for volunteers that may have queries regarding their positions in IUS.
9. Explore training opportunities to upskill volunteers

ESSENTIAL SKILLS

- Able to use Microsoft Access database software and use mail merge features in Microsoft office
- Able to work on own initiative
- Able to work under pressure and to deadlines
- Able to answer emails promptly
- Have regular access to a scanner
- Familiar with Royal Mail postage system
- Good persuasion and/or sales skills
- Keen eye for detail
- Creative and able to engage others