Microbiology Society – Job Description for:

Job Title: Associate Director of Members’ Programmes
Reports to: Chief Programmes Officer and Director of Strategy
Location: 14-16 Meredith St, London, EC1R 0AB

1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society’s role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org

1.2 About you

The Associate Director of Members’ Programmes will provide leadership and direction for the Society’s activities that support the microbiology community, be an active member of the Senior Management Team and work closely with colleagues, external stakeholders and members.

The postholder will contribute to and support the Chief Programmes Officer and Director of Strategy in the delivery of all of Council’s strategic objectives and particularly in relation to (i) enabling our members to strengthen their existing relationships and gain access to new communities, maximising national and international networking opportunities; and (ii) advancing the understanding of microbiology and championing the contribution made by it, our members and their work in addressing global challenges.

1.3 Duties

Reporting to the Chief Programmes Officer and Director of Strategy and overseeing the Head of Conferences and Events, Policy and Engagement Manager, and Head of Journal Development, the Associate Director of Members’ Programmes will be responsible for leading on the development, implementation and evaluation of activities that support the microbiology community with a focus on building communities and maximising their impact and influence. The postholder will work with managers and key staff across all teams as well as our members who hold positions on Council, Committees, and Divisions. The Associate Director of Members’ Programmes will also play a key role within the Society supporting the organisation to strengthen and grow its income base.

Key responsibilities will include (but will not necessarily be limited to):

Strategic

- Championing the ‘one Society’ approach by being a highly visible role model for all colleagues to support the delivery of greater teamwork, integration and cooperation amongst all staff
• Being a member of the six-person Senior Management Team, providing leadership and championing change to support a culture and behaviour across the organisation that aligns with the Society’s values

• Leading the development, implementation and evaluation of activities relating to conferences and events, policy and engagement, and journal development with a focus on building communities and maximising their impact and influence, including
  
  o Ensuring the Society’s conferences and events programme meets the needs of the membership and that the breadth of the full programme demonstrates the importance of microbiology by bringing together and empowering communities that shape the future of microbiology, directly supporting the microbiology community to strengthen their existing relationships and gain access to new communities, unlocking the potential for knowledge exchange

  o Ensuring the development and implementation of the Society’s policy and engagement work continues to build influence and encourages members to use their specialist expertise for the public good, in line with the Society’s strategy to advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges

  o Ensuring the management, growth and development of Society journals continues to support the microbiology community by creating and implementing innovative, community-focused editorial strategies that advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges

• Devising and implementing suitable monitoring and evaluation processes in order to evidence impact and value for money, and determine how future programme development could be improved

• Building strong relationships within the microbiology community and among the membership of the Society; in particular ensuring effective and robust relationships with the Society’s Council of Trustees, Executive Officers, Chairs and Chairs-Elect of the Building Communities Committee, Impact and Influence Committee, Sustainability Committee, Scientific Conferences Panel, Divisions and Editorial Boards

• Leading by example in managing people and performance, and coaching and empowering managers to enable them to deliver regular and robust performance management

• Bringing clear vision in preparing, justifying and overseeing the management of programme budgets, including actively seeking suitable additional income streams, reducing expenditure for the Society’s programmes, and reviewing existing programmes of work to ensure value for money and reinforce longer-term sustainability

• Representing the Society externally and, as appropriate, building suitable partnerships that can bring added value to the Society’s programmes, and delivering tangible results through effective partnership working

• Working with the Associate Director of Communications, Brand and Marketing to improve understanding of members needs and Society activities to identify where our communication services can be adapted to better meet and exceed their requirements
**Operational**

- Line management of the Head of Conferences and Events, Head of Journal Development and Policy and Engagement Manager
- Leading on the development of budgets for Conferences and Events, Policy, and Journal Development to ensure the Society is well planned, obtains value for money and controls its costs effectively
- Providing the Secretariat for the Building Communities Committee and providing support to:
  - The Associate Director of Communications, Brand and Marketing with the Secretariat for the Impact and Influence Committee
  - The Head of Membership and Professional Development with the Secretariat for the Sustainability Committee
- Providing support to the Head of Conferences and Events with the delivery of the Society’s full programme of events where necessary
- Providing support to the Policy and Engagement Manager with the delivery of the Society’s policy and engagement activities where necessary
- Providing support to the Head of Journal Development with journal portfolio management where necessary
- Liaising with the Associate Director of Communications, Brand and Marketing to ensure all Society activities and opportunities are clearly communicated to all audiences, including contributing to *Microbiology Today* and the Society’s digital platforms, and that these are appropriately branded and deliver optimum outcomes in terms of the Society’s strategic aims
- Other duties as determined by the Chief Programmes Officer and Director of Strategy from time to time

**1.4 Knowledge and Skills**

**Essential**

- Degree or equivalent experience
- Significant relevant experience working in a leadership or management role within a relevant scientific or membership organisation
- Significant relevant experience and understanding of higher education and the scientific research environment, including (at least two of the below)
  - Relationships with key stakeholders within these communities
  - Experience of developing programmes of scientific meetings over a variety of scales
  - Knowledge and experience of the policy making process
  - Knowledge and experience in journal development and commissioning, specifically within STM publishing
- Strong analytical skills and attention to detail, and be comfortable in handling, analysing and reporting on data
• Demonstrable experience in strategic planning and the financial acumen to allocate resources effectively and manage budgets

• Highly developed interpersonal skills with diplomacy and the ability to influence. Credible and able to deal comfortably with key individuals and stakeholders at all levels, including volunteer scientists on committees

• Excellent problem-solving skills and ability to find creative solutions

• Leadership and people management skills to motivate, coach and develop team members for high performance

• Significant project management experience with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines

• Excellent communication skills both written and oral

• Excellent administration skills with proven ability to take accurate and informative meeting minutes

• Excellent working knowledge of Microsoft Office Applications and experience of using database systems

**Desirable**

• Knowledge of membership organisations

• Knowledge of, or interest in, the science of microbiology