

**Greater Manchester Coalition of Disabled People (GMCDP)**

**Job Description: Membership Worker**

**Job title:** Membership Worker

**Hours:** 14 hours per week

**Working pattern:** Flexible in line with the needs of the job

**Salary:** £23,600 per annum (pro rata)

**Line manager:** GMCDP Manager

**Location:** Remote/home working, occasional GMCDP office (Windrush Millennium Centre, Moss Side, M16 7WD)

**Contract length:** 5 years

**Deadline for applications:** 9am 21st July 2022

**Interviews to take place:** TBC

**Please note GMCDP is a disabled people’s organisation which is 100% run and controlled by disabled people. This post is therefore open to disabled people\* only.**

\*By disabled people we mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, neurodivergent people, and those with chronic/long term impairments/conditions.

This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.

**About Greater Manchester Coalition of Disabled People**

Greater Manchester Coalition of Disabled People (GMCDP) is a disabled people’s organisation (DPO) which is 100% run and controlled by disabled people (including our staff, members and Executive Council). We are a membership organisation, and our members are the core of our organisation, informing, shaping and guiding all the work GMCDP does. Our mission statement is:

**“To promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people.”**

**We aim to:**

* Promote the independence and inclusion of disabled people in society.
* Identify and challenge the barriers that prevent disabled people from fully participating in mainstream society today.
* Encourage and support the self-organisation of disabled people.
* Actively promote the understanding and implementation of the social model of disability.
* Use the wealth of knowledge of disabled people to strengthen and develop our organisation and its projects.

**We do this through:**

* Working in collaboration with other DPOs on shared aims and initiatives
* Strategic influence through engaging with and challenging policy developments and decision makers
* Campaigning on issues important to disabled people
* Providing information to disabled people through accessible formats (e.g. easy read, BSL, large print) and running accessible workshops and information sessions
* Running projects which support disabled people to lead independent lives
* Conserving and preserving the history of the disabled people’s movement through our Disabled People’s Archive
* Underpinning all of our work, is the active promotion and implementation of the social model of disability

**Purpose of the role**

GMCDP has secured funding for 5 years to support our development and growth, in particular in relation to our communications, campaigning and membership. This is an exciting opportunity to join a growing team within GMCDP, and to be a part of the development and growth of one of Greater Manchester’s longest running disabled people’s organisation.

The primary role of the Membership Worker is **to facilitate a strong and engaged membership**. The membership worker will ensure this through developing and action an engagement and outreach plan, provide a structure for information and pathways for new members upon sign-up, running sessions and events with GMCDP colleagues, and acting as a liaison between the organisation and its members.

The Membership Worker will be expected to propose and implement membership recruitment strategies (in collaboration with Manager and Membership Sub Group). The Membership Worker will maintain an efficient membership administration on our CRM system, including updating the database, analysing and reporting on the membership evolution to the Manager. They will work with the Manager and administrator to develop and deliver processes and activities to achieve an effective membership renewal process and meet retention and recruitment targets for increased membership.

**Main duties of the role:**

* To work with and further develop the Membership Sub Group (Our Sub Groups are led by a member of our Executive Council, and includes staff members as well as members of GMCDP. These Sub Groups are designed to strategically lead and support the respective areas of work).
* To work with the Communications & Campaigns Worker to develop a welcome pack for new members
* To work with the GMCDP Manager to develop a strategy for Associate membership engagement and involvement, and to action this strategy
* To work with the membership sub group to develop a process for new members, including initial response to sign-ups, welcome packs, new member meetings, connecting members with wider activities and opportunities
* To develop and action an engagement and outreach plan to increase our membership
* To work with and engage community groups from across Greater Manchester, ensuring we are connecting with and including disabled people from a variety of backgrounds and intersecting identities
* To organise and run membership events, meetings and groups
* To work with the Communications and Campaigning worker in developing our communications plan and campaigning priorities alongside our engagement and outreach activities, ensuring we are reaching and involving as many disabled people and new members as possible, and that membership is involved and included in the campaigning developments
* To act as a liaison and point of contact for members