

## **COBIS VACANCY – MEMBERSHIP OFFICER (Maternity Cover)**

The Council of British International Schools is a global membership association representing more than 430 member organisations consisting of more than 260 high quality international British schools overseas and over 175 commercial organisations. COBIS Members can be found in more than 75 countries worldwide.

As a result of membership growth, COBIS is looking to appoint a talented part-time Membership Officer to provide maternity cover until February 2017. As a valued member of the COBIS team, the Membership Officer will support the work of the COBIS Board and the growing number of COBIS members worldwide.

<b>Job Title:</b>	Membership Officer (Maternity Cover)
<b>Reporting To:</b>	Director of Academic Development
<b>Hours:</b>	Part-Time Based on 22.5 hours per week. This could be 3 days a week. Flexibility exists as to the set working days.
<b>Salary:</b>	Circa £30,000 pro rata Negotiable depending upon qualification and experience
<b>Term of Contract:</b>	Fixed-Term Maternity Cover from August/September 2016 until mid-February 2017. COBIS has the discretion to renew/extend the contract

**Job Purpose:** To maximise membership engagement and satisfaction. To act as a key contact for current members with responsibility to manage the online membership portal. This includes the application process for prospective new members, maintaining accurate records and membership profiles of schools and commercial supporting members plus supporting the ongoing COBIS quality assurance cycle. To pro-actively work to attract new members, to maintain high levels membership retention and service provision. To ensure that the wide range of membership benefits are effectively promoted to all current and potential members worldwide.

To find out more about the global reach, role and function of COBIS, please visit [www.cobis.org.uk](http://www.cobis.org.uk).

### **REMUNERATION AND CONDITIONS OF SERVICE:**

The precise details will be discussed and negotiated with the successful candidate. Depending on the skills and experience of individual candidates a degree of flexibility exists. However, as a guide:

- The post is available from August/September 2016.

- This fixed term post is to provide Maternity Cover until mid-February 2017. COBIS has the discretion to renew/extend the contract.
- The position is considered to be a part time post for 22.5 hours per week. This could be 3 days a week. Flexibility exists as to the set working days.
- The office is open Monday-Friday 09.00-17.30. Working hours/days within that period are to be negotiated and agreed in advance with the successful candidate.
- The salary package is circa £30,000. This is negotiable depending upon qualification and experience. Following successful probation period, an employer pension contribution is available.
- Holiday entitlement of 25 days (pro rata) plus statutory bank holidays.
- Candidates must be eligible to work in the UK.

#### **APPLICATION PROCEDURE:**

All candidates wishing to be considered for the post are required to submit the following **two** documents:

1. A **covering letter/supporting statement**, addressed to Colin Bell, COBIS CEO explaining their interest in, and suitability for the post, referring to the job description and person specification
2. A **CV** including, explanations of any gaps in education/career, salary levels and the names and contact details of two professional referees. These need to be current or former line managers.

#### **Completed applications are to be submitted by email to:**

Catrina Lawless, PA to the CEO – [pa@cobis.org.uk](mailto:pa@cobis.org.uk)

If you have any questions about the position or the role and function of COBIS, please contact Colin Bell, CEO on 0044 203 826 7190 or email [ceo@cobis.org.uk](mailto:ceo@cobis.org.uk).

#### **Closing Date: Thursday 28 July 2016 at 13:00 BST**

Applicants invited to interview will be informed on Thursday 28 July 2016

**Interview Date:** Tuesday 2 August 2016

**Interview Location:** COBIS Head Office for UK-based candidates  
Skype interviews may be arranged for candidates based overseas

#### **COBIS SAFER RECRUITMENT PROCEDURE**

- Candidates must be willing to undertake [Disclosure and Barring Service checks \(DBS\)](#)

- A DBS check may be requested if an applicant is offered a contract of employment.
- All COBIS staff are required to undertake safeguarding and child protection training.
- At least two professional references, both written and verbal, will be sourced from current and former employers as appropriate. All referees need to be current or former line manager.