



National Sheep Association

## Job Description for NSA Membership Officer

Permanent position, four days a week, from November 2022

**Responsible to:** NSA Association Manager

**Objective:** NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to ensure NSA membership records are maintained in an accurate and timely manner, allowing for the efficient maintenance of records for recruitment and retention. It includes the use of online systems and campaigns to attract and gain new members and retain existing ones.

### Job role

- Maintain the NSA membership database in an accurate and timely manner, working within the GDPR and NSA Privacy Policy to manage data from all appropriate sources, including but not limited to members and legitimately collected information of potential members.
- Undertake monthly BACS run and ensure all subscription related income is banked and recorded in an accurate and timely manner. Ensure all members receive renewals and membership cards in a timely and accurate manner.
- Work collaboratively with the NSA Membership Development Officer and NSA Digital Communications Officer to design and deliver activities to recruit and retain members. This includes using Mail Chimp for digital campaigns, maintaining and developing systems data collection and membership recruitment on the NSA website, and working collaboratively to update membership recruitment materials.
- Maintain and provide mailing lists for email campaigns, Sheep Farmer magazine delivery and the work of NSA staff and officeholders, on a regular basis and where requested.
- Furnish staff and officeholders with membership-related information taken from the NSA database on a regular basis and as requested.
- Support regional managers, event organisers and ram sale organisers with data and systems where membership ensures a benefit, such as free entry.
- Ensure Gift Aid data is collected, maximised and maintained, supporting the annual Gift Aid claim.
- In conjunction with the NSA Communications Manager, deliver the NSA Lambing List annually.
- In addition:-
  - Contribute to quarterly activities reports.
  - Respond quickly to all enquiries (telephone, email and online), referring to other staff members where appropriate.
  - Provide support for general office administration at NSA Head Office.
  - Other duties as agreed.

### Development work

- NSA has had the ability to take online subscriptions by credit card since 2019 and will have implemented online subscriptions by direct debit before the end of 2022. The new NSA Membership Officer will maintain and, where appropriate, further develop these systems.



Chief Executive: Phil Stocker  
A company limited by Guarantee. Registered in England. Registration No. 37818.  
Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.  
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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- By mid-2023, NSA would like to have identified and moved to a new membership database, with the new NSA Membership Officer driving this forward.
- In the medium-term, NSA would like to move to paperless renewals and membership cards for those members who want it. And have a system for some members to receive Sheep Farmer magazine digitally. This change will be led by the new NSA Membership Officer.