



National Sheep Association
Job Description for NSA Membership Officer
Permanent position, four days a week

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 and members pay annually (by direct debit, credit card or cash) for their subscription. As part of a team of NSA staff, the individual in this role also delivers recruitment and retention activities, including online systems and campaigns.

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.
- Use the existing systems to ensure all subscription related income is collected, banked and recorded in an accurate and timely manner. Ensure all members receive renewals and membership cards in a timely and accurate manner. Work with the NSA Membership Development Officer to chase inactive and cancelled members.
- 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, regional managers, event/ram sale organisers and other officeholders with membership-related information – via regular reports from the database and when additional information is requested.
- Ensure Gift Aid data is collected, maximised and maintained, and working with others, make an annual Gift Aid claim from HMRC.
- In conjunction with the NSA communications team, deliver the NSA Lambing List annually.
- In addition:-
 - 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.



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.

your business your future

Development work

- NSA has had the ability to take online subscriptions by credit card since 2019 and is in the final stages of implementing online subscriptions by direct debit. The new NSA Membership Officer will maintain and, where appropriate, further develop these systems.
- 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.