

## HeliOffshore is Recruiting a Membership Manager

HeliOffshore, the global safety-focused association for the offshore helicopter industry, is seeking a versatile and energetic Membership Manager. A key aspect of the job will be to engage with and support our 100+ members to ensure that HeliOffshore maximises the highly collaborative relationship it has with these key stakeholders. [HeliOffshore](#) is delivering an industry-wide programme to enhance safety to prevent loss of life in offshore flights.

Working as part of a small full-time team, the role encompasses a variety of key responsibilities, including administration, budget management, and information technology. You will work closely with the Operations and Communications Directors to support various aspects of membership outreach, including annual subscriptions, maintaining membership records, organising meetings and expanding engagement through social media and HeliOffshore's purpose-built online collaboration portal. You will also be involved in complex arrangements for the association's annual conference so some experience of event management experience would be desirable.

Among the key responsibilities are the following:

- Engaging with and supporting senior leaders from major, global helicopter, aviation and safety organisations to help maximise the collaborative work between HeliOffshore and its members and key stakeholders.
- Maintaining and developing our global online collaboration tools to connect safety experts around the world and encourage their contributions to our work.
- Continuing to grow our social platforms to expand our engagement with the industry
- Working with HeliOffshore's accountants to maintain accurate and timely financial records.
- Organising the payment of salaries, expenses and invoices.
- Preparing papers and agendas for various meetings, including quarterly board meetings in support for the CEO and Operations Director.
- Maintaining the membership database, invoicing for membership fees and responding to questions and requests from members.

Ideally, you will have experience in stakeholder/customer relations and a background in a membership-based organisation would be a distinct advantage. Strong organisational skills and a confident, professional manner in dealing with industry stakeholders are essential in this role. Some knowledge of information technology and content management systems would be very advantageous, as would experience of financial and database management. Previous experience in the aviation and/or energy sectors would also be a plus. Priorities can shift quickly in this dynamic sector, so you will need to have a flexible attitude to the job.

The Membership Manager will be based in HeliOffshore's office in central London. The position has some flexibility allowing team members to work part of the time from home. Attendance at the annual conference in May is required.

[HeliOffshore](#) was formed in 2014 with a mission to enhance safety in the offshore transport industry that carries several hundred thousand people to and from work in the oil and gas sector. Our membership includes aircraft operators, manufacturers, oil and gas companies, training providers and safety management experts. We work closely with stakeholders across the industry to develop and implement significant safety enhancements that have the greatest potential to save lives.

Salary will be determined according to experience.

We want to fill this position as soon as possible, with a deadline for applications of 26<sup>th</sup> January. **Interviews will be held on 31<sup>st</sup> January.**

To submit a CV with a brief covering letter, or to request further information, please email HeliOffshore at [info@heli offshore.org](mailto:info@heli offshore.org).