

MEMBERSHIP ADMINISTRATOR

The Committee on Publication Ethics (COPE) provides advice to editors and publishers of scholarly peer-reviewed journals on all aspects of publication ethics and, in particular, how to handle cases of research and publication misconduct. COPE is a membership organization with over 10000 members from all academic fields.

COPE is now seeking a freelance Membership Administrator to assist the Membership Committee in assessing potential new members, as well as assisting the COPE Administrator with supporting our existing members.

COPE is a virtual organization and the role is based from home. The successful applicant will be expected to provide their own work space and equipment. Most meetings are conducted virtually but expenses will be paid if you attend any physical meetings.

Hours of work: 14 hours per week. Working hours are flexible but it would be helpful if some of the time could be spent between the hours of 9-5pm (GMT).

Pay: £15.00 per hour.

ROLE PURPOSE:

Acts as a first point of contact for all membership enquiries; manages the membership database.

KEY ACCOUNTABILITIES:

- Check new applications against membership criteria
- Managing and responding to all membership enquiries
- Liaising with the Membership Committee
- Maintaining accurate membership records
- Processing and managing member subscription fees
- Suspending, lapsing, archiving and reactivating membership records
- Running regular statistical reports as directed
- Promote awareness of COPE and its resources to the membership
- Assisting with preparations for Council meetings

QUALIFICATIONS/EXPERIENCE REQUIRED:

- Higher education or graduate
- Previous experience of clerical/administrative work
- Excellent IT competence
- Member relationship experience an advantage

PERSONAL QUALITIES/SKILLS

- Good communication skills, both written and oral
- An understanding of how to handle confidential and/or sensitive information
- Good organisational skills
- Ability to produce accurate work, demonstrate good attention to detail and meet deadlines
- Strong team player
- Ability to work on own initiative
- Motivated and resourceful
- Adaptable and flexible
- Experience of building effective working relationships

TO APPLY

Please send a CV and cover letter to the Operations Manager, Natalie Ridgeway, at cope_opsmanager@publicationethics.org by Friday 6 February.