

Job Specification

Industry Relations Manager

Contract: Permanent (six month probationary period)

Reports to: Director of Member Services

Hours: 35 hours per week – flexitime (by agreement)

Holidays: 23 days per annum

Job Summary

Working within the Member Services team to manage, sustain and develop activities in-line with annual business plans and member aspirations for the progressive agenda of work created via the FISITA Technical Committee and Industry Committee.

In addition, contribute to the continued success of FISITA's international technical events and conferences, through supporting the technical agenda via the Congress Board and Summit Programme Committee.

Working with and in support of colleagues within the Member Services team and member leadership community, deliver a first-class service to all members.

Key Responsibilities

Committee

- Deliver management and project coordination to the FISITA VP Technical, who holds the position as Chair of the following member-led groups:

Technical Committee
Industry Committee
Congress Board
Summit Programme Committee

- Manage and progress the work of these important, international groups and through collaboration develop opportunities to add value and benefit to the FISITA technical agenda
- Engage and support each group and its individual members, through building strong working relationships, become an integral member of the international FISITA membership community

Priority Projects 2019

- Develop the visibility, discoverability and status of FISITA technical papers. Create plans to establish an international prominence and improved academic relevance for the technical papers generated through FISITA technical events and conferences
- Lead the coordination for the creation of FISITA White Papers in collaboration with the relevant FISITA Committee/Group, ensuring collation of materials, frequent reporting, alignment, design and distribution

- Develop the attractiveness and demand for 'Endorsed by FISITA', the FISITA seal of approval created to acknowledge the highest quality, international technical events and conferences
- Lead the search for presenters for the FISITA Online Conference and work with the Communications team to organise, promote, execute, analyse and report on each event

Personal Specification

Essential

- Positive and flexible attitude to work, particularly new initiatives
- Exceptional organisational skills, accuracy and attention to detail
- Proficient in MS Office products including, Word, Excel and PowerPoint
- Experience and working knowledge of membership organisations and committees
- Excellent interpersonal and influencing skills including experience in providing direct support to senior management.
- Experience of Project Management, Event Support and Research & Development
- The ability to represent FISITA effectively and professionally. Producing clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines
- Proactive, self-motivated and self-policing team player. The ability to accept responsibility for own area of work, identifying critical elements and working in a solution focused way to achieve
- Willingness to contribute with a strong team ethic
- The ability to work effectively with volunteers and supporters to deliver business goals
- Proven track record co-working across an organisation
- Ability to use a range of appropriate numerical and graphical skills in combination to measure progress and achieve goals/targets
- General knowledge of the automotive mobility industry
- Willingness to travel internationally

Desirable

- Experience of working in the not-for-profit sector, preferably a technical association or learned society
- Experience of working in an international organisation
- Second language