



Senior Institutional Memberships and Global Networks Manager

AMEE, the international association for health professions education, is growing. Known globally for its membership community, portfolio of educational products and resources, and industry-leading annual conference, AMEE is in an exciting period of development. Building on its existing services and unrivalled reputation, it is entering a period of strategic expansion, cementing its place as the primary membership association for all those involved in the education of healthcare professionals.

At AMEE our vision and mission are clear. We exist to promote and inspire excellence, collaboration, and scholarship across the continuum of health professions education and to transform healthcare for all through excellence in education and scholarship. Ultimately, improving patient outcomes and experience.

Established 50 years ago, AMEE is now entering its next phase of evolution and we are looking for skilled, resourceful and committed professionals to be part of this development. You will join our small and talented staff team, helping us to implement our strategy across all parts of our organisation. We are looking for individuals for a number of roles at different career stages and in different disciplines to help us continue to Connect, Grow and Inspire.

Job title: Senior Institutional Memberships and Global Networks Manager

Reports to: Head of Communications and Engagement

Salary: £42,000 FTE

Part-time 0.8

Location: Remote - UK

Job overview

The Senior Institutional Memberships and Global Networks Manager will lead the development, management, and expansion of the organisation's institutional membership base and global INC networks. The role involves cultivating relationships with key institutional stakeholders, overseeing strategic membership initiatives, and enhancing the organisation's global presence through partnerships, alliances, and networks. The postholder will drive membership growth, retention, and engagement,

positioning the organisation as a leader in its field and delivering value to institutional members worldwide.

Key Accountabilities

Strategic Membership Development
Relationship Management
Global Networks and Partnerships
Membership Growth and Revenue Generation
Programme and Service Delivery
Research and Market Intelligence
Management and Development of Team

Strategic Membership Development

- Develop and implement strategies to grow and retain institutional memberships, targeting all relevant institutions across the sectors in which AMEE operates.
- Identify new opportunities to expand the organisation's reach, particularly in emerging global markets.
- Lead the creation of tailored membership packages and value propositions that meet the diverse needs of institutional members.

Relationship Management

- Cultivate and maintain strong relationships with senior leaders within member institutions, acting as the primary point of contact for institutional memberships.
- Foster long-term engagement with members through regular communication, events, and opportunities for collaboration.
- Address and resolve membership concerns, ensuring high levels of satisfaction and retention.

Global Networks and Partnerships

- Lead the organisation's involvement in global networks and strategic partnerships, enhancing the organisation's global visibility and influence.
- Build and maintain relationships with international organisations, industry bodies, and networks that align with the organisation's goals.
- Explore and secure partnership opportunities that bring added value to members and support the organisation's strategic objectives.
- Manage the new AMEE INC network and lead on developing and evolving it in line with the INC strategy

Membership Growth and Revenue Generation

- Develop revenue-generating strategies through institutional membership recruitment and partnerships.
- Set and achieve ambitious growth targets for membership and associated income streams.
- Collaborate with relevant teams to forecast membership revenues and monitor financial performance.

Programme and Service Delivery

- Oversee the development and delivery of high-value programmes, events, and services that meet the needs of institutional members.
- Work with internal teams to ensure members have access to exclusive resources, learning opportunities, and networking events.
- Regularly review and enhance the value of institutional membership benefits based on member feedback and industry trends.

Research and Market Intelligence

- Conduct research and analysis on industry trends, competitor activity, and member needs to inform strategic decision-making.
- Provide regular reports and insights to senior leadership on membership performance, global network activities, and opportunities for growth.

Management and Development of Team

- Collaborate with the wider communications and engagement teams to ensure coordinated outreach and engagement efforts.
- Lead cross-functional projects with other departments to enhance institutional membership and network offerings.
- Coordinate team activities to ensure deadlines and quality standards are met.
- Foster a collaborative, positive team environment and promote professional development within the team.
- Devote appropriate time to development, training or coaching of staff and provide structured feedback to staff at appropriate times.
- Be aware of current capabilities and performance of staff and maximise opportunities for staff to aspire to.

Key Skills and Competencies

- **Strategic Thinking:** Ability to develop and implement long-term strategies to drive membership growth and engagement.

- **Relationship Management:** Proven track record in building and maintaining strong relationships with senior institutional stakeholders.
- **Global Perspective:** Understanding of global markets and the ability to navigate international networks and partnerships.
- **Leadership:** Strong leadership skills, with experience managing matrix teams and cross-functional projects.
- **Communication:** Excellent written and verbal communication skills, with the ability to present complex information clearly to different audiences.
- **Commercial Acumen:** Understanding of revenue generation and financial management within a membership or partnership context.
- **Problem-Solving:** Ability to address challenges creatively and strategically, maintaining high member satisfaction.
- **Adaptability:** Comfortable working in a fast-paced, international environment with changing priorities.

Qualifications and Experience:

- **Experience:** A minimum of 2 years of experience in membership management, partnerships, or business development, ideally within a global or institutional context.
- **Global Network Management:** Experience in managing relationships across global networks or partnerships is essential.
- **Revenue Generation:** Proven ability to grow membership bases and generate revenue from partnerships or memberships.
- **Sector Knowledge:** Experience working within a membership organisation, trade association, or relevant industry sector is preferred.

Benefits of working for AMEE

- 5% Pension Contribution.
- One day paid volunteering day each calendar year.
- Access to an Employee Assistance Programme.
- Membership of Medicash - one of the leading UK's leading health cash plan providers. Benefits include: contribution to dental care, tests and scans, alternative & complimentary therapies, payment for flu jabs, access to a virtual GP and a range of discounts and helplines.

To apply, please send a CV and covering letter, outlining why you are interested in the role and why you believe you are suitable for it, and your contact details to recruitment@amee.org

For a confidential discussion about the role please contact Sarah Allen, Head of Engagement & Communications sallen@amee.org

