

Job Title	HMC Membership Officer
Post Responsible to	Director of Member Services, HMC
Purpose	<p>This exciting new role has been created at HMC, with the aim of:</p> <ul style="list-style-type: none"> • Increasing HMC’s professional support for HMC heads in the UK and internationally • Providing confidential one-to-one guidance for HMC heads • Contributing to developing and delivering new HMC services, CPD and other provision. <p>The post-holder will work within the HMC Member Services team and with significant contact with HMC heads and other colleagues in schools in the UK and around the world. They will also work collaboratively with the wider HMC team and partner organisations.</p> <p>The role will develop over time and will respond to the changing nature of headship and education in the independent sector.</p>
Principal Responsibilities	<ul style="list-style-type: none"> • Proactively developing relationships with HMC heads in the UK and internationally • Offering confidential one-to-one support and guidance to HMC Heads • Delivering training and briefing sessions for members • Connecting members within the UK and internationally and supporting effective networking within HMC • Working with other colleagues in the Member Services team to support heads and heads-designate at points of transition into headship (first, second or subsequent roles), and in the run-up to retirement or leaving headship • Writing and developing guidance for heads and schools, CPD, briefings for heads and schools, research and other provision • Briefing senior members of the HMC staff on themes emerging from case work and divisional discussions • Contributing to HMC’s development planning and new projects • Working with heads to resolve Code of Practice questions or issues • Attending HMC divisional meetings • Providing cover and support for other HMC Membership Officers as required • Supporting HMC’s consultancy services for schools
Person Specification	<p>Qualifications, Knowledge & Experience</p> <p><i>Essential</i></p> <ul style="list-style-type: none"> • Thorough and current knowledge of the UK independent schools’ sector • Recent experience of headship in an independent school, and ideally an HMC school <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience of working in an international school or a good understanding of international education

	<ul style="list-style-type: none"> • A coaching qualification or experience of coaching heads/CEOs <p>Skills, Abilities & Competencies</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Willingness to take on new challenges and adapt to the changing needs of HMC • A high degree of personal organisation and efficiency with the ability to prioritise and meet competing deadlines • High level analytical and problem-solving skills. • Ability to work independently and autonomously while building and maintaining effective working relationships with the HMC staff team • Proactive and with a 'can do' approach • Enthusiastic, with the ability to build relationships with members and other stakeholders and represent HMC effectively. • Confident user of ICT including AI, digital systems and software • Strong commitment to the values and ethos of HMC as shown through behaviours and attitudes
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Further Particulars:

Overview: The Heads' Conference (HMC) is the professional association of Heads of many of the world's leading independent schools. HMC is the oldest and most prominent association of its kind in the English-speaking world. HMC is a thriving, pro-active association of leading figures in school education. Across the world, the members are an eclectic mix and include the Heads of day and boarding schools, co-educational schools and single sex schools. Such diversity is a key strength of HMC, and members are united by a shared commitment to the principles of excellence in education, accessibility and inclusion.

This is an exciting new role designed to enhance the capacity of HMC's Member Services team and further HMC's ability to support member heads.

This role will be an integral part of the HMC team helping to take forward the organisation's internal and public agenda.

The appointment comes at an exciting point in the organisation's development as it reviews its structures and operations.

Membership body: The association currently supports c310 UK/Irish members, c60 International members, and c20 Affiliate members. It is governed by a Board of 12 Directors.

Terms

Salary: c.£60,000 per annum (FTE) depending on the experience of the appointed candidate.

Contract and office hours: This is likely to be a 0.5 FTE (i.e. part-time) appointment, though consideration will be given to suitably qualified applicants wishing to work full-time. Candidates should note their preference on the application form. Normal full-time office hours are 35 hours per week, Monday to Friday, however, some flexibility and out-of-hours work is required from the post holder to fulfil the responsibilities of the role.

The initial contract is for 18 months, with the option to extend.

Holiday: 30 days a year (FTE), plus public holidays.

Pension Scheme: The post includes generous pension arrangements.

Start Date: As soon as possible.

Probation: The post is subject to a six-month probationary period.

Professional development: HMC has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review, and professional development currently in operation.

Location: Working remotely, the post-holder will be expected to attend the HMC Head Office in Market Harborough on occasion. Meetings and other events are held across the UK/Ireland, therefore some flexibility is required.

Eligibility to Work in the UK: Applicants must have the right to work in the UK.

Safeguarding: HMC is committed to safeguarding and promoting the welfare of children and young people and expects all who work at HMC to share this commitment. You may be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS) and checks with previous employers.

Diversity & Inclusion: HMC is an equal opportunities employer and requires all staff and HMC members to share in the commitment to an inclusive and welcoming work place where difference is respected and celebrated.

Additional Information:

The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and level of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the organisation. It may be HMC's practice to periodically examine job summaries and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by the manager in consultation with the individual whose job summary is being reviewed. All staff are expected to participate fully in such discussions.