

Rail Forum Events and Communications Co-ordinator

The Rail Forum was established over 25 years ago to provide a range of services to the rail industry. We represent and support over 180 different companies working in the rail sector – from large multinationals to small SMEs. You will be joining a small team where you will be given early responsibility for key activities across an exceptionally varied role. Key responsibilities include:

- Work with the Membership and Communications Manager to develop, market and deliver a series of member focussed and relevant events; including AGM, annual conference, annual Parliamentary Reception, summer BBQ, Christmas lunch, regular networking and business related events. This may involve some out of hours working.
- Preparation and distribution of newsletters and electronic communications to members and stakeholders. This includes managing social media such as LinkedIn and Twitter.
- Managing and updating the RFM website including RFM activity pages, members' news items, member directory and events listings (both internal and external).
- Ensuring members records are kept up to date on our internal database Salesforce: including adding new members, removing past members etc.
- Provision of admin support to the RFM team including secretariat for certain meetings, production of badges/documents for events, maintaining contacts in Salesforce, ordering office consumables and maintaining standard presentational material.
- Support the Chief Executive Officer with financial invoicing and debt collection.
- Supporting the Membership and Communications Manager to develop and maintain strong and proactive relationships with RFM Members and Potential Members.
- With support from the Chief Executive Officer provide maternity cover for the Membership and Communications Manager from late 2019.

Key Attributes Required:

- Excellent written English, numerate and good attention to detail.
- Self starter, confident working in a small team but equally happy to work on their own.
- Will demonstrate the highest level of professional behaviour when dealing with RFM's wide range of stakeholders.

This is a fulltime position for 12 months with the potential to extend beyond that period for the right candidate. To be considered for this opportunity please forward a current CV to elaineclark@midlandsrail.co.uk