

THE HUMANITARIAN WATER AND FOOD AWARD
- Membership Manager -

OBJECTIVE	Create a clear and compelling membership idea and ensure members are taken care of.
WHAT CAN YOU DO?	Take responsibility for keeping members updated and enthused and enjoying the experience of being involved. Details: <ul style="list-style-type: none"> • Provide input for membership newsletter • Find new ways to get new members • New activities and campaigns • New offers and ways for them to be involved and connected with other networks
SKILLS AND EXPERIENCE NEEDED	Driving memberships in a similar context You need to be able to work remotely and as part of a team Some web experience and database administration
RESOURCES REQUIRED	Broadband, computer, Skype Computer skills, word processing, etc. Web skills Danish and English Non- reimbursement of costs Phone
WHERE CAN YOU DO IT?	Most work is done from home Regular Skype meetings Copenhagen management meetings and events
WHO WILL YOU WORK CLOSELY WITH?	You will work with the area managers and the project manager as well as the secretariat. We expect close cooperation with the networker.
TIMELINES	Regular work during the run-up to the 2009 award in August About 12 hours a week.
DURATION	Until end 2009
WHO TO CONTACT	Stephen Hinton (Project manager) Tina Lindgreen (Chairperson)