

Membership Officer - £22,000pa - based in Guildford

(Occasional weekend work may be required)

At a time when cycling is enjoying great public interest, Cycling UK with 67,000 members is seeking a highly motivated individual to join our Membership department. This department is the key point of contact and communication with our members and provide the administrative function of processing memberships, event and training course bookings.

The successful applicant will ideally have experience of working within a customer care or sales environment, strive for high levels of customer satisfaction, empathy with Cycling UK members and have excellent verbal and written communication skills.

If you're go-getting, love talking and have a keen eye for detail we'd love to have you on board.

To apply for this permanent full-time post, please complete the application form directly addressing the Job Description and Person Specification and along with your covering letter email as attachments to sue.cherry@cyclinguk.org. Please note the closing date for applications is 12.00 noon on Monday 30th October, 2017. Interviews will take place on Wednesday 8th November, 2017 at our offices in Guildford.