

ICPSP is looking for an experienced Membership and Events Officer to increase our engagement and reach with members and other external stakeholders.

ICPSP develops the skills, effectiveness and profile of people working within the corporate and public sector setting of the Nigerian Economy. We provide:

- A portfolio of courses suitable for graduate conversion and career progression
- Stakeholder led summits, training courses, national and international conferences
- Recognized and affordable British qualification leading to BA (Hon)(Top-up) and MBA (Top-up)
- Policy recommendations through timely advice and relevant research initiatives funded by the Institute
- CPD and Networking Events
- Public Sector Performance Evaluation Services & Awards.

Position: Membership and Events Officer

Location: Abuja

Type of Contract: Contract

Salary: Negotiable

Closing Date: 12/06/2020

Interviews: 15/06/2020

About the Role:

As Membership and Events Officer you will aim to increase the Institute engagement and reach with members and other external stakeholders. You will grow and diversify the Institute membership base and increase member participation.

You will provide a strong annual events programme and support the Institute Board and relevant committees to deliver the annual flagship event, “Public Sector Summit.”

Some of your key responsibilities will include:

- Lead delivery of the Institute’s Membership Strategy
- Develop positive relationships with the Institute current and target members and partners both National & International.
- Manage, plan, market and deliver the annual programme of events and awards
- Plan and coordinate the Institute’s presence at external events
- Manage budgets and ensure financial targets are achieved
- Identify new opportunities for the Institute to support the corporate and public sector with events
- Lead and coordinate the Institute CPD programmes both in Nigeria and International
- Lead and coordinate the Institute NYSC Membership Scheme
- Coordinate the activities of the Institute representatives and State Coordinators
- Support the Institute board liaison officer (Operations) with the implantation of the Institute strategy.

About You:

The successful Membership and Events Officer will bring with them the following skills and experience:

- Experience of working within a membership organization (or equivalent)
- Experience of successfully delivering a programme of events
- Experience of identifying and managing sponsorship of events and other activity
- Excellent interpersonal skills with the ability to work with people at all levels and establish and maintain positive relationships with stakeholders
- Excellent written and verbal communication skills; with the ability to influence others and negotiate
- Excellent administrative, ICT and organisational skills, with good time management
- Demonstrated fluency in English language, including speaking, listening comprehension and reading and writing is highly desirable to the post

Other roles you may have experience of could include: Marketing, Memberships Manager, Communication and Marketing, Events Coordinator, Membership Engagement Manager, Member Engagement, Marketing and Partnerships Manager, Membership Events Manager, Events and Membership Officer, Membership Officer

For more details about the job, email: info@icpsp.org

HOW TO CONTACT US

NATIONAL SECRETARIAT

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