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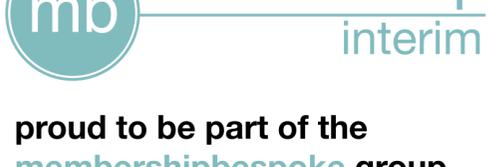
● **Temporary Administrator**

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Hello and welcome to our August newsletter.



proud to be part of the membershipbespoke group of companies.

Get the best service at a fair price from the most experienced team in the market.

Temps, Contract Workers and Interim Leaders

membershipinterim -The expert temporary recruitment solution for all departments within membership organisations.

We have 8 years pedigree specialising in recruiting for membership organisations and a database of thousands of high calibre, vetted and screened candidates, the vast majority of whom have experience of multiple placements within a membership context. We regularly place temps or contractors from outside of membership in to membership organisations if that fits with our client's needs.

What We Do

Quite simply, we guarantee a professional and intelligent recruitment solution that matches high-calibre candidates on a temporary, interim or contract basis. We provide this service to a range of Trade Bodies, Chartered Institutes, Trade Unions, Royal Societies and Trade Associations.

At membershipinterim we concentrate on the long-term partnerships – that's why we can rely on new business generated from the first-class reputation and high quality recruitment service of our perm recruitment.

We are constantly innovating and evolving by regularly reviewing our methods in order to ensure that we continue to attract the very best candidates in the market.

We are delighted to now offer temporary workers as well as permanent placements. This completes our strategic plan to offer a complete solution to the market whether it is perm or temp.

Supporting Your Growth and Supporting Your Team

We recruit temporary staff at all levels. Scrupulous in our selection process, we only work with high calibre individuals with proven expertise in their field.

Our candidates span a range of industries from membership specific organisations to FTSE 100 companies to SMEs. If you're looking to hire permanent and/or temporary staff, we can help.

Transparency and Cost efficiency

membershipinterim offers a clear and transparent pricing structure and we will be open and flexible in our pricing dependent of contract length, temporary need, seniority and volume.

Latest Testimonial this month:

"I have found membershipbespoke a very professional recruitment company, who supported me (a very nervous applicant) through the application and interview process. Their knowledge of their clients' needs and obvious close relationship with them, really helped me to understand the right approach to win the job! Thanks Daniel and team."

Membership Policy/Public Affairs Specialists

During our time in business we have developed a particular strength and expertise in placing Policy and Public Affairs personnel. Whether its Policy Officers or Regional Affairs Specialists with experience of membership, Public Affairs Consultants coming over from the private sector or Heads of Public Affairs and all roles in between we have experience of placing a large amount of people in Policy and Public Affairs in organisations very similar to your own.



Dennis Howes, one of the co-owners of the business has a genuine flair and passion for Public Affairs and Policy recruitment. He thrives in getting to know and understand intimately the Policy and/or Public Affairs agenda of his clients and utilising his enviable network and reach in this area to find the very best talent on the market.

What we have found is that the membership sector has different types of challenges and aspects that either are unique to the sector or require individuals who can make the transition seamlessly. Dennis thrives on identifying these people and communicating to them his passion for the membership sector and being able to help them see why making the move across would be advantageous to their respective careers.

We operate a no success no fee service and have thousands of outstanding and previously vetted candidates in the Policy/Public Affairs related section in our database. We also have a track record of managing recruitment campaigns to unearth the very best people who are on the market and those who aren't actively looking. The fact we have organically grown the business to turning over several £m's in 9 years is testament to that skill, passion and attention to detail.

Candidates placed in the last 6 months:

- **Head of Policy, Financial Services Membership Body**
- **Policy Officer, Healthcare Trade Association**
- **Regulatory Policy Manager, Professional Body**
- **Policy Assistant, Leading Chartered Institute**
- **Senior Policy Advisor, Professional Body Legal**
- **Policy Manager, Trade Association**
- **Public Affairs Manager, Engineering Membership Body**
- **Head of External Affairs, Trade Association**

If you have any vacancies in your current team or coming up in future please keep us in mind.



We're blogging!

What Makes A Great Events Manager?

Being an events manager is not for everyone – and certainly not for the faint-hearted. It's been officially recognised as one of the most stressful jobs in the world. In fact, according to a 2017 survey by CareerCast, event planning is the fifth most stressful occupation, beaten only by more obvious contenders, such as firefighters, police officers and airline pilots.

While newer technologies have made certain aspects of event management somewhat easier, this has not diminished the importance of the core qualities that only successful events managers possess. These are the attributes that distinguish the brave from the truly heroic.

If you're searching for a great events manager for your membership organisation, here are the qualities you'll want to look for.

Effective Communicators

This one's kind of a no-brainer; without question, the number one quality of successful events managers are excellent interpersonal skills. They must be adept and comfortable interacting with everyone, from high-level executives, government officials and vendors, to co-workers, customers, and event attendees. In order to successfully work with such a wide range of people, they need to be able to nimbly and confidently resolve conflicts, while maintaining a good sense of humour.

In addition to understanding the needs of key stakeholders, a great events manager is able to work with and manage an entire team of people in order to ensure the success of every event.

Calm & Confident

As touched upon in the intro, another obvious ingredient for being a great events manager is the ability to stay calm under pressure. With their team looking to them for answers to almost everything, they can't afford not to radiate composure and confidence. In moments of stress, the last thing an events team wants is a shaky leader who makes poor decisions, because they can't handle the pressure.

Successful events managers stay level-headed and continue to treat everyone with respect, no matter what. By remaining confident, calm, and collected in all situations, they help to instil these qualities in others.

Adaptable & Innovative

Events managers have to wear many different hats, which requires a good deal of flexibility and innovation. They aren't afraid to think outside the box to get the job done, viewing challenges as opportunities to explore creative solutions.

When putting events together, things can always change at the drop of a hat, and what can go wrong, often will. An events manager should, therefore, be able to take these changes and setbacks in their stride and work accordingly. By being able to think on their feet, great events managers are ready to face any kind of situation with confidence and poise.

This adaptability doesn't only apply to the many things that events managers find themselves being asked to do on a daily basis; it also applies to embracing the new innovations and technologies which continue to develop in their industry.

Passionate & Enthusiastic

The secret behind every great events manager is that they truly love what they do. Genuine passion is the engine that enables them to overcome obstacles and stay calm when things aren't going well.

While skills like time management can be learned, real passion can't be taught; however, it's a necessary ingredient of any successful events manager. Events planning is much more of a vocation than it is a profession.

Highly Organised & Detail-Oriented

While organisation is the key to being successful in many different roles, nowhere is this more important than in event planning. To successfully plan and run any event, a meticulous system of organisation is required, with a checklist for each stage of the process.

While great event managers never lose their focus on the big picture, they're also able to keep track of all the details. This attention to detail is crucial for ensuring that everything is properly organised and in place so that each step of the event goes off smoothly.

In addition to being well organised and detail-oriented, great events managers know how to prioritise the important things and manage their time, which allows them to be productive and achieve more within a limited window of time.

What Next?

If you are looking for your next Events Manager, we can help. With over 18 years of experience recruiting in the membership sector, we have over 75 active clients and a 90% client retention rate. To get in touch call us on **0203 440 3652** or email dg@membershipbespoke.co.uk

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