

Job Title: Membership Events Officer

Hours: Full Time (37 hours per week – Monday to Friday)

Salary: £28,858 per annum (depending on level of experience)

Contract Type: Permanent

Location: Flexible (Homeworking/Office) with regular visits to our office in the North East and locations across the North.

The Northern Housing Consortium (NHC) is the leading not-for-profit membership body for councils and social housing providers across the North of England, with 50 years of expertise and influence.

What we are looking for

An opportunity has arisen for a Membership Events Officer to join our Member Engagement Team under our Policy & External Relations Directorate. This role will coordinate and deliver a range of events, networks and meetings for the NHC's membership, from event creation, speaker and delegate communications, event delivery and post-event wrap up, working across NHC's teams. Events are designed around themes that matter to our members, bringing them together to share good practice and collectively influence external stakeholders.

This role would suit someone who is a self-starter with some experience and/or knowledge of planning and delivering events across the public sector, particularly those involving senior stakeholders. You'll have excellent organisation, time management, interpersonal, and verbal and written communication skills, and experience in managing projects with multiple stakeholders. Housing sector knowledge would be desirable, though not essential.

This role requires travel to attend and coordinate events across various locations across the North.

What we can offer

The NHC is a small team, but we make a difference. We aim to offer a rewarding, supportive place to work where we invest in people, and they can be themselves and fulfil their potential, celebrating achievements along the way.

We have always been an agile organisation, and we continue to utilise technology to ensure work is something you do, not just somewhere you go. We are fully committed to supporting our staff to work in a flexible way that allows them to balance their commitments inside and outside of work. We want our people to work in a way that lets them be at their best, whether that's in our hub office in Sunderland or remotely.

We meet regularly in person to collaborate as a team at various locations across the North, including Newcastle and York. You will also be required to travel to attend meetings and events to carry out face-to-face work with colleagues and our members, in places across the North.

We have achieved a Continuing Excellence accreditation for wellbeing through the Better Health at Work awards.

We value all our staff for the expertise and perspectives they bring to our organisation. We work inclusively, celebrating diversity while coming together as one team. We welcome applications from people of all backgrounds and are committed to building a workforce that reflects the communities we serve.

- Flexible working arrangements
- The ability to work from a location which suits you
- Workplace pension scheme offering above statutory contributions
- 25 days holiday plus bank holidays (increases by one day per year to 30 days)
- Access to Benenden Healthcare and Employee Assistance Programme
- Bespoke training & development opportunities, including payment towards gaining professional qualifications
- Mental health and wellbeing supportive employer including our Wellbeing hub with discounts to gyms and numerous online stores

The successful candidate will take part in the award-winning GEM Programme from January 2027. The programme is a unique immersive journey, combining six GEM Shacks, a Chartered Institute of Housing Level 4 Qualification and mentor support, broadening their housing knowledge and networks.

To apply for this role, please send your CV and cover letter which demonstrates how you meet the requirements by 04 September.

Interviews will take place week commencing 28 September.