

Northern Housing Consortium

Job Title: Membership Events Officer

Responsible to: Director of Member Engagement

Section: Policy & External Relations

1. Main purpose of the role

- To manage the planning and delivery of a timely, comprehensive and relevant events programme for NHC members, including those part of Housing Partnerships.
- Organise and deliver a range of events, including networks; dinners; tours; topic clinics; conferences (online and in-person) and other member-facing engagement opportunities
- Draft copy and invitation lists using our CRM system
- Co-ordinate event communications and promotion, including social media, agenda creation and follow up materials, working with the NHC comms team where appropriate
- Understand and target event creation and invitations based on member segmentation
- Liaising with speakers, sponsors and supporters where needed
- Proactively identify opportunities to showcase members' work and good practice
- Ensure other NHC teams are aware of events in planning to maximise opportunities for them to showcase their services and meet with delegates

2. Key Tasks and Responsibilities

- To support the delivery of Member Engagement and Housing Partnership events, dinners and workshops. Identifying themes and topics, sourcing and briefing speakers and communicating activity to NHC members, Housing Partnerships and the internal NHC team.
- Implement positive communication with venues, caterers and suppliers to ensure smooth event logistics
- To provide general administrative and management support to the NHC's engagement programme.
- To work proactively in building relationships across the NHC membership and wider stakeholders
- Develop strong and effective working relationships with internal colleagues
- Consider and contribute to member segmentation – both organisational and individual – in event creation and promotion
- Actively support team working across the organisation in the delivery of the NHC's objectives.

- Proactively contribute to business intelligence by capturing and acting upon business intelligence obtained through day-to-day work.
- Contribute to the continuous improvement of event processes and member engagement approaches
- Ensure events are of a high standard and meet member expectations

3 We're all about people

- Act as an advocate and ambassador for the NHC.
- Exemplify the culture, values and behaviours of the organisation.
- Actively support team working across the organisation.
- Lead in the delivery of NHC objectives.
- Carry out other such duties as may be necessary for the successful operation of the NHC.
- Fulfil the requirements of the post in a professional manner and in doing so achieve high standards and agreed personal performance targets are met

4 Qualifications and experience

For this role, we'd expect the holder to have:

- Excellent organisation, time-management, written and verbal communication skills (E)
- Experience in managing projects with multiple stakeholders (E)
- Ability to multitask, prioritise effectively and pay attention to detail (E)
- Strong interpersonal and communication skills, with confidence in engaging senior leaders and stakeholders (E)
- Excellent understanding of Microsoft Office (E)
- Ability to work as a team and develop positive working relationships (E)
- Worked in housing or on one of the NHC's core objectives (e.g. regeneration) (D)
- Flexibility to travel and occasionally work outside standard hours (E)
- Experience in the housing sector would be highly desirable, though not essential (D)

June 2026