

Role Profile



Director of Member Engagement

About ARMA

[ARMA \(UK\)](#) is the professional association for research management in the UK. We currently have around 3,000 individual members from 250 organisations, ranging from universities and research institutes to research funders and the National Health Service. We represent research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. We work with UK-wide and international bodies to influence and understand the changing research management agenda, translating the impacts of that change for our members. We work with others to promote public trust in research, communicating its benefits and value. Most of all, we work to enhance research management as a professional partner in the UK research environment. We provide a wide range of membership benefits and development opportunities, including a comprehensive programme of live and recorded workshops and webinars, Virtual Study Tours in partnership with funders, an annual conference, a comprehensive website, and regular communications including a weekly e-Newsletter and online members' magazine. Our members can join a number of Special Interest Group forums and receive careers advice and mentoring.

Our Strategy



The Board

ARMA's Board is made up of up to nine members of the Association, selected for their specific knowledge and skills. Board member appointment is ratified by members, at the Annual General Meeting. Collectively, and as individual Directors, these members are responsible for the governance of the Association, financial management, and compliance with relevant legislation and regulations. The Board is also responsible for setting the strategic direction for the Association, ensuring that member interest remains at the core.

Director responsibilities

All Board members, except for the Chief Executive Officer, are classified as non-executive directors. Their legal responsibilities are defined under [Companies Act 2006](#). In addition to these duties, Directors may be assigned a specific portfolio of activity ('Portfolio Directors').

Director of Member Engagement

This role has been established to oversee the Association's engagement with our memberships. Specific responsibilities include:

- **Strategy**

Working with the Member Engagement Committee to have a strategic oversight of the engagement with members, including the ARMA member survey, the Special Interest Groups, and external stakeholders linked to the delivery of the ARMA Strategy and the member offer. Any new business streams impacting the member offer will also fall within this remit.

- **Performance**

Scrutinising the performance of the Executive Office in meeting agreed goals and objectives and monitoring the reporting of performance.

- **Risk**

Satisfying themselves on the integrity of financial information related to ARMA's operations, and that financial controls and systems of risk management are robust and defensible.

- **People**

Working with the Executive Office to determine appropriate support and succession planning for the Association's business.

The Director of Member Engagement has a responsibility to chair the Member Engagement Committee, and for establishing appropriate working groups to support member engagement. Examples might include a web development group, and evaluation groups to review specific activities.

Time Commitment

All directors must be able to allocate sufficient time to ARMA to perform their responsibilities effectively. For the Director of Member Engagement, this means:

- Attending quarterly ARMA Board meetings
- Chairing quarterly Member Engagement Committee meetings
- Attending meetings with the Executive Office
- Attending/chairing working groups, as appropriate
- Attend annual Board residential meeting

- Managing external stakeholders related to the ARMA member offer.

Skills

We have identified the following as key skills that we need candidates to bring to the role.

- **Community engagement.**
A strong understanding and affinity for the research support profession.
- **Strategic Thinking**
Able to connect activities across the areas that ARMA operates. Be able to bring knowledge of the research support profession and the wider policy environment.
- **Finance & Risk Management**
An understanding of finance and the risks that may impact business performance.
- **Innovation**
Able to identify new opportunities for ARMA that would benefit our members.
- **Communication & Interpersonal**
The ability to promote inclusive dialogue with members and stakeholder. The ability to build and maintain relationships with a broad range of stakeholders.
- **Equity, Diversity, and Inclusion**
An enthusiasm and commitment to ensuring that equality, diversity, and inclusion is embedded in all areas of ARMA's activities.

Please note that these criteria are indicative. If they don't quite fit your career journey but you still know you have a lot to offer our membership, we'd love to hear from you.

Values

ARMA adopts the following values in its activities and we are seeking applicants who feel alignment to, can embody and can model appropriate behaviours according to these values.

- **Member-Led**
We act in the best interests of our members, engaging and involving them in everything we do.
- **Bold**
We are proud of the expertise our community offers and seek to ensure this is recognised, amplifying the voice of our members in sector wide debates and policy change.
- **Inclusive**
We are building an open and accessible community, identifying and removing barriers, and contributing to a more equitable, diverse and inclusive sector.
- **Collaborative**
We grow networks and cultivate partnerships that enhance our impact and align with our values.
- **Professional**
We enable our members to work to the highest professional standard, driving innovation for our profession and working across our diverse and significant community to share best practice and drive continuous improvement for all.

Duration

Directors are appointed for a term of three years and are eligible for a second term of three years.

Outside interests

It is accepted and acknowledged that Directors will have business interests other than those of the Association and will declare any conflicts that are apparent at present. In the event that a Director becomes aware of any potential conflicts of interest, these should be declared to the ARMA Chair as

soon as possible.

Insurance

ARMA ensures that there is appropriate directors' liability insurance in place and it is intended to maintain such cover the full term of the appointment.

Support

The Association is committed to ensuring that Directors are provided with the support they need to carry out their roles effectively. This is likely to come in a variety of forms according to need, including induction, formal training, peer networking, and mentoring.

Expenses

ARMA Director posts are non-remunerated. Directors can claim reasonable expenses accrued on Association-related business, in line with ARMA's expense policy.

ARMA and EDI

ARMA is actively seeking to address underrepresentation within in its leadership and governance. We therefore warmly welcome applications from groups who are underrepresented across the research and innovation sector. We will be taking active steps to reduce barriers to participation, including through inclusive recruitment practice and positive action in our recruitment process. We welcome any requests for further adjustments that would make our process more accessible.

We are keen to advertise this role as widely as possibly. If you know someone or are part of networks that may be interested, we'd love for you to share.