



thecockburnassociation

Job Title:	Membership and Engagement Manager
Reports to:	Director
Engages with:	Internal and external stakeholders, Trustees, Consultants, Partners
Contract:	12 months, with the possibility to extend
Salary:	£31,840 (pro-rata)
Pension:	Pension Scheme Available. 4% Employers' contribution.
Working Hours:	24 hours per week over 3 or 4 days per week (flexible)
Annual Leave:	26 days (based on a 4-day week)
Location:	Hybrid: Central Edinburgh and online

Role Purpose: Often the first point of contact for Members, partners and media, you'll work with a range of stakeholders across the city, playing an integral role in one of the world's oldest conservation charities. You'll work with our small team of two, and our incredible volunteers to design and deliver a new audience engagement plan. You'll support and grow our Membership through the delivery of events from our annual talks and tours to Edinburgh's Doors Open Days (part of Scotland's largest free heritage festival). You'll embed our new CRM, manage budgets, and report progress to the Board, funders and wider stakeholders. There will be lots of opportunities to engage in research, embark on and strengthen partnerships, and work with communities across the city and beyond. Ideally, you'll have a passion for Edinburgh and enjoy working flexibly and dynamically to meet our charity's needs. It's an exciting time to join the Association, as we embark on the delivery of our new Business Plan, take back the coordination of Edinburgh's Doors Open Days, and work with international and local partners to build evidence for the city's 2040 Plan. Join us and help ensure that Edinburgh is a thriving city where our heritage is created, protected, and enjoyed by all.

Key Responsibilities

- Develop and deliver our Audience Engagement Strategy
- Coordinate Edinburgh's Doors Open Days
- Design and deliver events such as public summits, conferences, talks and tours and the AGM
- Manage budgets and financial reporting
- Implement and develop our new CRM (Beacon) ensuring best practice and legal compliance
- Analyse membership data and support membership enquiries
- Manage temporary staff, freelance contracts, volunteers and student placements
- Coordinate and publish the Annual Report
- Support fundraising and income generation

Person Specification

- Friendly and outgoing
- Inspired by charity, heritage and culture
- Great communicator

- Flexible and proactive
- Ability to work with agility both independently, and as part of a small team

Skills: Essential

- A commitment to equity, accessibility and community-led development
- Event design and management experience
- Experience of delivering an Audience Development Strategy
- A strong commitment to charity/built and natural heritage/culture
- Excellent communication skills, verbal and written
- Experience of using CRM packages, ideally Beacon
- Experience of hybrid and flexible working
- Strong presentation and reporting skills
- Experience using Microsoft Suite
- Good teamworking skills
- Experience managing financial transactions, budgets and records
- Ability to act as an ambassador for the Association

Skills: Desirable

- Experience of managing staff, volunteers and freelance teams
- Media and/or publishing experience
- Accredited qualifications in heritage/culture/arts
- Lived experience of Edinburgh
- Experience using Facebook, LinkedIn, and Instagram
- Experience using Mailchimp, WordPress, and Canva
- Experience using Stripe and PayPal
- Experience of establishing and managing partnerships
- Experience of managing projects

The Cockburn Association is committed to a culture which values diversity and inclusive work practices. We particularly welcome applications from individuals from underrepresented backgrounds.

To apply for the position, please submit:

- An up to date, job-relevant CV including your qualifications, any professional affiliations, and employment history.
- A covering letter explaining your interest in the post and what you think you would bring to the role, giving selected examples of how your experience, skills and knowledge match the job and person requirements, maximum of two pages.

Applications should be emailed to admin@cockburnassociation.org.uk with the subject line:

CONFIDENTIAL: APPLICATION FOR ROLE OF MEMBERSHIP AND ENGAGEMENT MANAGER 2026

We will send you an acknowledgement of your application. If you do not receive this, please contact Brigid Golden on 0131 557 8686 or by emailing the above address.

Provided below are the key dates:

Deadline for applications: 22 May 2026

Interviews: W/b 1 June 2026

Appendix A

Operations of the Cockburn Association

The Cockburn Association is a charity with a Board of Trustees who meet bi-monthly. The Cockburn's work is delivered by a small and very hard-working and experienced staff team, supported by volunteers and student placements.

The priorities for the job are outlined in the job description, however due to the small size of the team, there will be responsibilities beyond those listed. Appropriate delegation and job enrichment for staff is encouraged.

Appendix B

Background to the Cockburn Association

Founded in 1875, the Cockburn Association is Edinburgh's Civic Trust. It is a registered Scottish Charity with stated objectives as:

The maintenance and improvement of the amenity of the City of Edinburgh and its neighbourhood;
The protection and preservation of the city's landscape and historic & architectural heritage.

In practice, the Cockburn Association has evolved to take an interest in many other aspects of the city's development and management in accordance with sustainability principles:

- Supporting the protection of the landscape setting of the city and significant open spaces that contribute to the city's unique character
- Promoting the improvement of the aesthetic and functional quality of shared spaces such as public squares, parks, streets and footways
- Advocating for sustainable transport systems sensitive to different needs for accessibility and mobility
- Encouraging high quality contemporary design for buildings and the public realm.

Our **VISION** is: *A thriving Edinburgh where our heritage is created, protected, and enjoyed by all*

Our **MISSION** is: *We galvanise civic action to inspire stewardship, ownership, access, and appreciation of Edinburgh's built and natural heritage*

Our **VALUES** are:

1. We are an independent organisation that acts with integrity to monitor change and provide well informed, evidence-based advice to secure long-term benefits for the city.
2. As a respected body, we advocate for positive change through constructive dialogue and critical challenge with the aim of delivering successful outcomes.
3. We work in partnership with others to pursue wider public interest, engaging with our members and Edinburgh's communities so that inclusive and wider views are represented and heard.