



The International Meat Trade Association

Membership & Communications Manager

12th October 2026

About the role

IMTA is a UK trade association, representing predominantly UK companies importing and exporting meat. Our goal is the facilitation of the trade in meat, ensuring UK consumer choice, food security and carcass balance through import and export. IMTA provides leading trade expertise on UK trade policy including on customs, tariffs, quotas, rules of origin, WTO, trade agreements, SPS conditions and market access. Our trading members are importers and exporters of meat and our associate members provide services such as cold storage, shipping, freight forwarding or represent counterpart associations from around the world.

IMTA is looking for a Membership & Communications Manager who is an adept communicator and good at building strong working relationships. The applicant must also be able to take tasks and projects forward proactively, working closely with the tight-knit IMTA team.

Membership & Communications Manager

£40-45,000 depending on experience.

Full time, permanent. Part-time can be considered for the right candidate.

This role is hybrid, with two days per week in our London office and three days working from home. Flexible working requests will be considered.

Travel will be required within the UK.

The position will offer professional development and external training opportunities.

Please note that applicants must have the right to work in the UK.

Job Description

The Membership & Communications Manager plays a central role in ensuring the effective running of the organisation and delivering an outstanding member experience.

The postholder will lead membership growth and retention activities, manage events and member engagement strategy, oversee key operational processes and systems (website, member comms and social media), and support the smooth day-to-day functioning of the organisation.



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Needs to be good with people and build rapport with members and understand and be able to clearly communicate the IMTA value proposition.

Must be proactive in taking things forward

Line manager to Membership, Policy & Operations Executive

Membership Growth and Retention

- Lead delivery of the membership strategy.
- Develop and implement membership recruitment campaigns.
- Manage member renewals and retention activity.
- Identify opportunities to grow membership income and other revenue streams.
- Monitor membership trends and recommend improvements.
- Develop member journey and engagement plans.
- Provide data to support preparation of board papers regarding membership metrics

Member Engagement & Communication

- Working with the Membership, Policy & Operations Executive, and the broader team to act as the key operational contacts for members.
- Utilise member feedback and measure satisfaction to identify service enhancements
- Oversee production of member communications and updates
- Oversight for IMTA's social media

Events and Member Services

- Lead planning and delivery of member event programme, webinars and networking activities.
- Manage suppliers, venues and event logistics.
- Evaluate event performance and member feedback.

Financial and Administrative Support

- Manage relationships with external suppliers and service providers (IT, website etc)
- Oversee membership payments and invoicing.
- Admin and other tasks as required





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Person Specification

Essential Experience

- Experience working in a professional working environment for minimum of 3 years
- Experience in a customer/client facing role requiring strong evidence of relationship building.
- Experience proactively delivering projects and events
- Previous line management experience
- Experience managing multiple priorities and deadlines and evidence of driving projects forward with autonomy.

Desirable but not essential:

- Experience working in a membership organisation, trade association or similar environment.
- Experience managing membership services, customer/client engagement or stakeholder relationships.
- Experience managing databases or CRM systems.
- Experience producing reports and analysing data.

Essential Skills

- Strong organisational and project management skills.
- Excellent relationship management skills.
- Strong line management skills
- Strong communication and influencing skills.
- Highly organised with excellent attention to detail.
- Commercial awareness.
- Ability to work independently and take ownership of outcomes.
- Problem-solving mindset.
- Strong IT and digital system skills.

Desirable

- Experience of membership growth and retention strategies.
- Knowledge of CRM systems
- Experience working with boards or committees.



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Application Details

Applications should be sent to: Katie Doherty, CEO katie@imta-uk.org

Please submit a CV and tailored covering letter explaining why you are interested in working for IMTA and how your experience aligns with the role. Generic covering letters will not be considered.

Deadline for applications: 30th October 2026

There will be an initial phone screening to understand candidate motivation for the role.

Successful candidates will be invited to an in-person interview along with a short task on the day. Following the in-person interview candidates will be invited to a further online task which will assess communication and rapport building skills in a membership-based scenario involving an IMTA board member.

If you would like to learn more about the role or the organisation before applying, you are welcome to get in touch.