



Global Membership Development Manager

COBIS (Council of British International Schools)

Membership & Engagement Team | Reporting to Director of Membership and Engagement

Start Date: Sept/Oct 2026

COBIS is seeking to appoint an exceptional Global Membership Development Manager to join our team, to play a key role in enhancing and expanding our family of schools worldwide at a pivotal time of our evolution. If you enjoy building relationships, working in an international environment, and being part of a purpose-led organisation, this is a fantastic opportunity to develop your career while making a real impact across the education sector.

About the Role

This is a varied and outward-facing role where you'll help strengthen and grow COBIS's global network by connecting with schools, building relationships, and supporting their journey into accredited membership or associate school status.

You'll be responsible for:

- Engaging with schools around the world and introducing them to COBIS
- Building a strong pipeline of potential members and Associate Schools and nurturing those relationships
- Representing COBIS through meetings, events, and outreach activity
- Guiding schools through the membership journey in a supportive, consultative way
- Working closely with colleagues across marketing, events, and engagement
- Using CRM tools and insights to track progress and improve results

You'll have the opportunity to take ownership of your pipeline and see the direct results of your work as our global network grows. You'll also take on management responsibility for the Membership Development Executive, supporting their development and helping to drive team success.

This role offers a balance of relationship-building, outreach, and performance tracking, and is well suited to someone who enjoys working towards targeted objectives in a collaborative and purpose-driven environment.

About You

You are a proactive and organised individual with experience in business development, membership, subscription, or acquisition-focused roles.

You will bring:

- Experience contributing to customer, member, or client acquisition activity, ideally in a B2B or membership environment
- Confidence in building relationships and engaging with stakeholders at different levels
- Strong organisational skills, with the ability to manage multiple opportunities at once

- A practical, structured approach to managing leads and progressing opportunities
- Good communication and influencing skills, both written and verbal
- Comfort working with data and CRM systems to track activity and outcomes
- A collaborative mindset and willingness to learn and develop
- An interest in education and global engagement

About COBIS

Now in its 45th year of operation, the Council of British International Schools (COBIS) is a leading global membership association representing British international schools and education partners worldwide. With a network spanning over 85 countries, COBIS supports excellence in international education through quality assurance, professional development, safeguarding, and advocacy.

It plays a key role in promoting high standards, fostering collaboration across its global community, and championing the value of British education internationally.

COBIS is committed to supporting schools in delivering high-quality education and helping students thrive in a global society. Find out more [here](#).

Why Join COBIS?

At COBIS, you'll be part of a collaborative, values-driven organisation that supports quality, inclusion and innovation in international education.

This is a unique opportunity to:

- Contribute to growing a global school and Associate School community
- Build experience in international relationship management and membership development
- Work with colleagues across a collaborative and mission-driven organisation
- Develop your skills in a role with clear impact on supporting school improvement
- Take on management responsibility in a supportive and ambitious environment

Full Job Description [here](#).

Remuneration and Conditions of Service

- Post available from September/October 2026.
- Salary package is £52,000 per annum. The position is considered a full-time position.
- Working hours/days are 09:00-17:00 with a half-hour for lunch, but flexibility around hours would be considered
- Hybrid/remote working with a flexible working policy
- The candidate will be required to attend the COBIS Annual Conference and Committee meetings which take place over 4 days in London in May
- Some domestic and international travel will be expected
- Holiday entitlement of 25 days (pro rata) plus statutory bank holidays
- Access to pension scheme in line with pension regulations. COBIS employee pension contribution is at 5% of salary
- Commitment to sustainability and corporate carbon measurement and reduction
- Access to medical insurance and Employee Assistance Programme
- Candidates must be eligible to work in the UK, and must be residing in the UK
- [View the COBIS Commitment to Sustainability](#)
- [View the COBIS CSR and Wellbeing Statement](#)

COBIS Safer Recruitment Procedure

Candidates must be willing to undertake a safer recruitment check. If appropriate to the role, a DBS check will be requested if an applicant is offered a contract of employment. All COBIS staff are required to undertake safeguarding training.

At least two professional references, both written and verbal, will be sourced from current and former employers as appropriate.

[View the COBIS Safeguarding Statement](#)

Place of Work

COBIS staff currently work predominantly remotely, with some working days in the COBIS Head Office and other locations. This is expected to be a hybrid role, predominantly home working, with the option to work in the Head Office and the expectation that some team meetings and events will be office based. The contractual place of work for this role will be the COBIS Head Office. The office is currently located in: Temple Chambers, Temple/Blackfriars, Central London.

Equal Opportunities

COBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. COBIS aims to ensure equity in recruitment and employment. We are a welcoming team who focus on the quality of our work and the wellbeing of our team members. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support for staff of all backgrounds. COBIS values diverse abilities and offers support and accommodations for various needs. [View the COBIS DEIJB Statement](#).

How to Apply

Please send your CV and a max 1-page covering letter outlining your suitability for the role, addressed to Natalie Williams, Director of Membership & Engagement, to: rosie.perry-sleeman@cobis.org.uk

Closing date: 20/07/26

First-round interviews (online): w/c 3/08/26 (dates subject to change)

Second-round interviews (in-person): w/c 17/08/26 (dates subject to change)