

Dear applicant,

Thank you for your interest in the role of Membership Officer (Outreach) with South Yorkshire Community Bank.

Please find enclosed:

- Background information on SYCB
- Job description & person specification

To apply please send your CV and an accompanying letter outlining how you meet the person specification to colin.havard@sycb.co.uk by noon on Monday 10th August 2026.

Please also indicate whether you are interested in the role in Sheffield or Rotherham or either of them.

Interviews are planned for week beginning 17th August.

Thank you.



Colin Havard
Chief Executive Officer

South Yorkshire Community Bank- Background

Your money means more

We're owned by our members, and each member strengthens us all. When you borrow and save with us, your money stays in our community, helping others like you.



We have recently rebranded to South Yorkshire Community Bank, as Sheffield and LASER Credit Unions merged together, so you will be joining us at a very exciting time in our organisation!

We offer saving, borrowing, budgeting and financial services which are safe, secure, and ethical. Unlike traditional banks, we're member-owned and not-for-profit.

This means anyone who is a member owns a part of South Yorkshire Community Bank.

Any money we make on top of the cost of running South Yorkshire Community Bank is used to improve our services for our local community or is paid back to our members.

We've been around for over 20 years and have over 7,500 members.

No fuss, just fair

We're open and welcoming to all. Always inclusive, always accessible. We never assume and never judge. And we always talk to members in straightforward ways that are easily understood.

Human to human

We offer a safe, stable and reliable place for our members. Where we listen carefully and with respect, so that they feel heard and understood. We support them with proactive, positive, personal care.

What's it like to work at South Yorkshire Community Bank?

Whether you are working for us or volunteering, our people are our biggest asset. They support our members when and how they need it. Listening to their needs and helping them to find what's best for them.

Job Title: Membership Officer (Outreach)

Organisation

South Yorkshire Community Bank is a not-for-profit organisation, offering savings and loans to our members across South Yorkshire. Established in 2004, we have grown to provide our members with low cost, affordable loans and great ways to save. SYCB is a co-operative, which means we are owned by our members.

Role Name	Membership Officer (Outreach)
Reports To	Membership Manager
Contract Type	Permanent (subject to successful completion of a probationary period) Part-Time (15 hours per week)
Salary Banding	£23,211 to £23,900
Location	Primarily working in community settings, but able to cover as needed at our offices at 35 Townhead Street, Sheffield S1 2EB or 2 Effingham Square, Rotherham S65 1AP.
Role Purpose	This role is responsible for a providing support to our members and signing up new members in community settings. You will need to be able to explain financial concepts in simple terms. The role requires a people person with excellent communication skills, the ability to multitask, and ability to work independently outside the office.
Key Responsibilities	Member Services: • Greet members and visitors in a friendly and professional manner. • Assist members with opening and closing accounts, processing transactions, and answering account-related inquiries. • Provide information about credit union products and services, including loans and savings accounts. Administrative Support: • Perform clerical duties such as filing, data entry, and managing correspondence. • Maintain accurate records and ensure compliance with regulatory requirements. • Assist in the preparation and distribution of reports and member statements. Financial Operations: • Assist in the processing of loan applications and documentation. • Participate in audits and ensure adherence to internal controls and procedures.

	Member Education: • Provide guidance and support to members. Team Collaboration: • Work closely with other departments to ensure smooth operations and high-quality member service. • Participate in team meetings, training sessions, and professional development activities.
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Person specification

- Excellent communication and interpersonal skills.
- Strong organisational abilities and attention to detail.
- Basic understanding of financial principles desirable - not essential
- Customer-focused with a positive attitude and a desire to help others.
- Ability to work independently and as part of a team.
- Eagerness to learn and adapt in a dynamic environment.
- High level of integrity and confidentiality

Qualifications/experience:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and willingness to learn credit union-specific software.
- GCSE or equivalent Math's and English (Grade 4) Essential
- Previous experience in finance and administrative roles desirable but not required.