

Wildlife Fundraising (Central) Ltd.

JOB DESCRIPTION

Membership Recruiter

Hours of work: 3 – 5 days per week
Type of contract: Permanent
Based at: Home
Salary: Commission based, with hourly rate guaranteed
Accommodation: None provided

BACKGROUND

Wildlife Fundraising (Central) Limited is a company, wholly owned by a partnership of 8 Wildlife Trusts. The company was formed in 2013 to provide face-to-face (F2F) membership recruitment services for the members of the company.

JOB PURPOSE

To recruit new members to the Wildlife Trusts against company established targets.

REPORTING LINE

Reports directly to the Team Leader/Area Manager/Operations Director.

STAFF MANAGEMENT

No direct line reports

KEY RESPONSIBILITIES

1. To recruit new members for the Wildlife Trusts.
2. Explain Gift Aid and encourage prospective members to sign up to the Gift Aid scheme (if paying a sufficient amount of UK tax).
3. Maintain and care for all equipment and recruitment aids.
4. Keep up to date on Wildlife Trust activity and keep your manager informed of any issues that are of concern to local people or the venue provider.
5. Complete all relevant paperwork, reports and time sheets in an accurate and timely manner in line with management requirements including the use of IT where appropriate.
6. Attend any training events or days as organised by Wildlife Fundraising or the Wildlife Trust, with a minimum of 2 per year.
7. Represent Wildlife Fundraising and the Wildlife Trusts in a professional and informed manner at all times, whether engaging with members of the public, venues, Trust staff & volunteers, or any other supporters.
8. Follow and implement the Public Fundraising Regulatory Association guidelines.
9. Identify new potential events/venues to attend and communicate to the Venue Coordinator.
10. Liaise with recruitment venues as required.
11. Relay any feedback received from the public, supporters or members information to their Manager and/or relevant Trust in a timely manner.

12. To ensure Health and Safety obligations laid out in the Health and Safety Policy are met across the breadth of office and field/venue based activity.
13. Comply with the Data Protection Act; including the keeping of records securely to protect the confidentiality of any information disclosed, retaining no records of any new members or donors after submitting the forms to the appropriate office & after confirmation of receipt has been received.
14. Any other duties as delegated by the Team Leader/Area Manager, Operations Director or Chief Executive.

Other

1. The nature of the role will require working unsocial hours including weekends (inclusive of Sundays), Bank Holidays and some evenings. Occasionally you will be required to stay away from home to attend recruitment events in other parts of the country, or for training and conferences.
2. Recruiters will need to provide their own means of reaching agreed work sites with all necessary equipment.
3. Recruiters are expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently.

PERSON SPECIFICATION

	Essential	Desirable
Excellent verbal communication skills	Yes	
Confidence to approach and build rapport with members of the public	Yes	
An interest in wildlife	Yes	
Good Administrative skills	Yes	
Self -motivated	Yes	
Reliable	Yes	
Enthusiastic	Yes	
Well organised	Yes	
A full UK driving licence	Yes	
Experience in a similar role or of a low pressure sales role		Yes
A knowledge of the work of the Wildlife Trust		Yes