



## **Durham Wildlife Trust** **Membership Recruitment Assistant**

### **JOB SPECIFICATION**

**Post title:**

Membership Recruitment Assistant

**Responsible to:**

Membership Development Officer

**Job Role:**

We are looking for an enthusiastic and dedicated person with a flair for communication, to recruit new members for Durham Wildlife Trust through attendance at events, nature reserves and at our visitor centres. Previous experience in sales or fundraising is desirable though not essential. An interest in wildlife and conservation is advantageous.

**Responsibilities:**

- To recruit new members for Durham Wildlife Trust
- To encourage new members to sign up to give Gift Aid
- To identify events and locations for recruitment opportunities
- To promote Durham Wildlife Trust and to provide accurate information about our work
- To be responsible for the collection and safeguarding of personal details
- To ensure that all health and safety obligations are met in all aspects of the role
- To maintain an up-to-date knowledge of Durham Wildlife Trust's work and nature reserves.
- To maintain fundraising materials and notify the Trust of any updates needed.
- To represent the Trust in a positive way
- To provide regular reports as required
- Any other duties as delegated by the line manager, Head of Department or Director

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	5 GCSEs grade A – C including Maths and English (or equivalent)	Full driving licence and use of own vehicle
Experience	Previous experience in a customer service role	Previous experience in a sales or fundraising role  Experience of working in the voluntary/charity/third sector
Knowledge and skills	Excellent verbal and written communication skills  Good level of numeracy  A high degree of accuracy and attention to detail  Excellent inter-personal and team working skills  Good organisational skills  Ability to work independently  Willing and eager to work to agreed targets	Knowledge of gift-aid systems and regulations  Interest in and commitment to nature conservation  A good knowledge of the Durham, Darlington, Gateshead, South Tyneside, Sunderland areas
Personal qualities	A high level of self-motivation and enthusiasm  An open and friendly manner.  The ability to work on own initiative  Ability to work flexible hours, including early mornings, evenings, weekends and bank holidays	

### Salary

£9.36 per hour

After two memberships have been obtained in a day you will receive 50% commission on each additional membership based on the average annual donations obtained for that day.

Mileage allowance of 45p

### Period of appointment

The contract is fixed term until 31<sup>st</sup> December 2021. Extension of contract period will be funding dependent.

### Probationary period

A three month probationary period applies to this post.

### Hours of work

A minimum of 6 hours per week to include one weekend day. A flexible approach to working weekends and evenings may be required.

### Annual leave

Workers on flexible hour's contracts are entitled to holiday pay. Holiday is accrued at a rate of 12.07% of hours worked. A payment is made annually at the end of the financial year calculated as the financial equivalent of 12.07% of hours worked.

### Location:

Various locations throughout Durham, Darlington, Gateshead, South Tyneside and Sunderland

## **APPLICATION PROCESS**

To apply for this post please submit a cover letter demonstrating your suitability for the post alongside a CV to Emily Routledge at [jobs@durhamwt.co.uk](mailto:jobs@durhamwt.co.uk) you can also post an application to Durham Wildlife Trust, Rainton Meadows, Chilton Moor, Houghton-le-Spring, Tyne and Wear, DH4 6PU.

During the interview applicants will be asked questions relevant to the Membership Recruitment Assistant post.

Due to the number of applications received, Durham Wildlife Trust policy is to contact only those candidates asked to interview.

This post is subject to enhanced CRB disclosure. An offer of employment will not be made until the results of a CRB check on the successful candidate are known.