
JOB DESCRIPTION: RESPONSIBILITY OUTLINE

Job Title: Membership Recruiter

Accountable to: Membership Services Manager

Job Purpose: Maximise opportunities to increase the Trust's membership through recruitment on a door-to-door basis. Talk to existing members who come into contact with recruiters, whilst they are recruiting.

Main Responsibilities:

1. Membership Recruitment

- 1.1 Using the two-step door to door approach, to recruit new members for Derbyshire Wildlife Trust.
- 1.2 Encourage new members to join Derbyshire Wildlife Trust : where possible by Direct Debit and to subscribe at rates above the minimum membership fee levels (recruiters will be notified of these levels by Derbyshire Wildlife Trust). Also to encourage new members to sign up for Gift Aid where appropriate.
- 1.3 When coming into contact with existing members, use the opportunity to thank them for their support and emphasise how important their membership is.
- 1.4 Liaise with the Membership Services Manager and /or Membership Officers on a monthly basis to plan locations to be targeted, resources required and remuneration for monthly membership sales.

2. Administration

- 2.1 Recruiters are provided with relevant training and resources to undertake their work. The recruiter and all resources should be clean, tidy and well presented when representing the Trust.
- 2.2 Complete all paperwork accurately and promptly and fill in and return weekly work records and new membership forms on a weekly basis.

3. General

- 3.1 The Trust will pay the recruiter on a commission basis to be agreed with the Membership Services Manager and detailed in a Door to Door Recruitment Agreement which will be signed by both parties.
- 3.2 The Agreement will be used in association with the Door to Door Recruiter's Guide and recruitment documents supplied by the Trust. The Guide provides the basic format for the membership recruitment and should be followed where practicable and possible. The discretion of the recruiter is also key to the success of the scheme.
- 3.3 Public transport can be used if serving areas within agreed travelling distances of the recruiters home. Own transport would be desirable for the post, should recruiters be required to travel to other locations within Derbyshire.

JOB DESCRIPTION: JOB CONTEXT

Job Title: Membership Recruiter

Derbyshire Wildlife Trust's membership is vital to our growth, supporting the work that we do throughout the county. We use both door to door and face to face recruitment methods to bring more members to the Trust.

This post suits someone who enjoys communicating with a wide range of people, but this role does not involve a hard sell.

Recruiters should serve locations within reasonable travelling distance of their home that will be agreed between Derbyshire Wildlife Trust and the Recruiter. You will also be required to travel to meetings and training sessions at our head office in Belper.

Hours of work are at the discretion of the recruiter although the Trust expects recruiters to work each weekday evening when practicable. As detailed in the Door to Door Recruiter's Guide, booklets should be handed out (between 6 - 7.30pm) and collected (as arranged with the potential member) in the evening (this may vary in the Winter months on dark evenings).

PERSON SPECIFICATION

Job Title: Membership Recruiter

The specifications below are indicated as being essential (E) or desirable (D) for this post:

Skills: The post holder will need to be able to:

Communicate clearly, both verbally (E) and in writing (E)

Organise work effectively (E)

Personal Qualities:

Accurate and methodical (E)

Tactful (E)

Personable and sociable (E)

Able to work effectively on own initiative(E)

Interest in wildlife and conservation (D)

Understanding of and support for the objectives of the Trust (D)

Qualifications:

Full driving licence (D)

Signed (Recruiter) Date

Print name

Signed (For the Trust) Date