



Cheshire
Wildlife Trust

Let's bring wildlife back together -
for everyone, everywhere



Membership Recruiter

Candidate information pack



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Purpose and impact of the role

We have reached a tipping point. Wildlife is in freefall both locally and nationally and our climate is in crisis. By 2030 we must see nature recovering, wildlife returning and ecosystems restored and we need many, many more people on nature's side.

Cheshire Wildlife Trust is a fast-growing environmental charity which is part of the UK-wide federation of Wildlife Trusts. With the local support of over 17,500 members and almost 1 million members nationally, you will be a part of a dynamic organisation which is at the forefront of bringing wildlife back. Your role will help achieve our 2030 goals to put nature into recovery, mobilise at least 1 in 4 people to be on nature's side and ensure that the environment plays a full role in addressing the climate crisis. In short, we need to create a [Wilder Cheshire](#).

This role sits within the Fundraising and Engagement Directorate. The main purpose of the department is to achieve our strategic engagement goals and grow our voluntary income by igniting people's passion for and connection with nature.



Overview

Title: Membership Recruiter

Team: Fundraising & Engagement

Responsible to: Membership Recruitment Officer

Term: Zero hours contract

Salary: £12.60 per hour + commission and mileage

Hours: Flexible via a zero hours agreement.

Location: Various locations around Cheshire

Main duties and responsibilities

- Recruit new members to Cheshire Wildlife Trust through face-to-face fundraising to an agreed target, contributing to the Trust's overarching recruitment and income targets.
- Undertake face-to-face fundraising at locations and events and dates/times provided by the Membership Recruitment Officer.
- Explain Gift Aid to new members and encourage new members to sign a Gift Aid declaration.
- Promote Cheshire Wildlife Trust and provide accurate information about its work to the public, including existing and potential members.
- Ensure a high level of customer service in all dealings with the public including venue and event organisers.
- Represent Cheshire Wildlife Trust in a professional, positive, and informed manner at all times.
- Responsible for the collection and safeguarding of new member personal details following data protection legislation.
- Maintain high quality and accurate display and recruitment materials, working with the Membership Recruitment Officer as required.
- Maintain and submit relevant records and reports in an accurate and timely manner as required.
- Attend update/training sessions as required by your line manager.
- Ensure compliance with relevant Trust policies and fundraising best practice, regulations and codes of practice.

Responsibilities:

- Required to comply with the Health & Safety at Work Act, General Data Protection Regulations, fundraising regulations, and Cheshire Wildlife Trust's policies and procedures.
- Required to work within the limits set out in your competency record and to undergo competency-based training as required.
- Responsible for following safe operating procedures to keep yourself safe at work and complying with instructions.
- Expected to be an ambassador for Cheshire Wildlife Trust, responsible for upholding the Trust's reputation, image, and level of service.
- Required to maintain effective and close working relationships with colleagues within your team and work with others across the organisation. Required to pass on and receive information from external contacts.



Person specification

Knowledge and experience

You will ideally have up to 2 years relevant experience or a Level 2* qualification. In addition, you will need to demonstrate knowledge and/or experience of the following:

- Experience working in sales, ideally with experience in direct sales.
- Working in a customer-facing role
- Good IT skills
- Have good literacy and numeracy skills
- Must have access to a car and a full driving licence

*You can check whether a qualification you hold is at the right level [here](#).

You will need a good level of fitness as you will be lifting, carrying, and erecting display items alone. You must be available to work weekends and during school holidays.





Transferrable skills

For this role, you will expected to be able to demonstrate the following competencies:

- Be a good persuasive talker
- Be able to quickly build a rapport with members of the public
- Be able to adapt an approach to suit different individuals and venues
- Be able to convey information clearly and concisely
- Be reliable and well organised with good administrative skills

Personal qualities

We expect all who work for Cheshire Wildlife Trust to demonstrate the following personal qualities:

- Be passionate about securing a future for local wildlife on land and sea
- Be someone who leads by example and makes decisions based on evidence
- Be proactive, professional, and pioneering in your everyday work.
- Make sustainable choices
- Be able to work both alone and as part of a team
- Be flexible, practical, and well organised
- Be friendly and approachable
- Have the means to travel to our headquarters and recruitment locations as and when required

Benefits and rewards

We are a small and friendly organisation employing around 70 staff supported by a network of delivery partners, volunteers and trainees. The people who work for Cheshire Wildlife Trust are passionate about the natural environment and local wildlife conservation. We have a highly motivated and committed team who are driven to succeed, and we believe that our staff thrive best in a culture of creative freedom within a strategic framework. Many staff are involved in Cheshire Wildlife Trust's activities outside of their duties such as occasional volunteering to help with a wildlife survey or helping run a weekend/evening event.



Our full terms and conditions of employment are set out in your employment contract, staff handbook and benefits and remuneration handbook which will be issued to you at the start of your employment. A summary is included below:

Future planning

- Group Personal Pension Scheme with contributions matched up to 7.5%

Career progression

- All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post.
- Career progression framework and paid job-related training.

Employee health support

- Employee Assistance Programme
- Access to a mental health first aider

Parents and carers support

- Parental and compassionate leave policies in place

Travel

- Business mileage paid in accordance with our travel and expenses policy.



Other perks and culture

- We are committed to ensuring we reflect and represent all parts of society by improving access to jobs and training opportunities for groups currently under represented in our sector. Read more about [our commitment to Equality, Diversity & Inclusion here](#).
- Annual staff away days
- Subsidised Christmas meal
- Dog friendly office available
- Discount from Cotswold Outdoor
- A dress for the day culture
- Access to charity worker discounts including Cotswold Outdoor



How to apply

To apply for the position please send a copy of your CV as well as a covering letter in PDF format to Emma Raine, jobs@cheshirewt.org.uk

Your covering letter should explain in no more than one side of A4 which role you are applying for, and what skills and knowledge you have that you make you the right person for this role.

Note that the successful applicant will be required to undergo a basic DBS check

Applications will be reviewed on a rolling basis and we may close the advert once we have appointed. If you are interested in the role, we encourage you to apply as soon as you can.

