



EQUAL OPPORTUNITIES MONITORING FORM

Herts & Middlesex Wildlife Trust operates an Equal Opportunities policy and no person will be discriminated against in seeking employment or during such employ, with the Trust on the grounds of age, disability, ethnic origin, gender, marital status, political allegiance, race, religious belief, sexual orientation, responsibility for dependants or unrelated criminal convictions.

The following information will be used only for monitoring our Equal Opportunities Policy and will not be used for any other purpose. It will be separated from the application form before short-listing and kept confidentially by the personnel department.

Post applied for:-

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Gender M F

Date of birth Age

Do you consider yourself disabled? Yes No

Registration nos. :-

Please describe your ethnic origin by ticking one of the following boxes:-

European White

European Black

White other

Afro-Caribbean

African

Asian

Other

Where did you see this post advertised?

.....

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JOB DESCRIPTION

Job Title:	Membership Recruiter
Responsible to:	Membership Development Officer
Staff supervised:	None
Work area:	Hertfordshire, London Boroughs of Barnet, Enfield, Harrow and Hillingdon
Salary:	Competitive

Overall purpose of the job:

To be responsible for the recruitment of new members by promoting the projects and activities of Herts & Middlesex Wildlife Trust (HMWT) to the public.

Duties and responsibilities:

1. Develop and maintain a good knowledge and understanding of the work of the Wildlife Trust, its' activities, nature reserves and membership package.
2. Distribute HMWT membership promotional booklets and other HMWT literature particularly to residential addresses.
3. Visit residential addresses to collect booklets, promote the work of HMWT and encourage householders to join as members and pledge a regular monthly donation by direct debit.
4. Accurately complete pledge forms with new members' details and signatures.
5. Gather completed pledge forms and send into the Membership Team at HMWT on a weekly basis.
6. Complete weekly work records with details of days and hours worked, addresses visited and pledges gathered and submit to the Membership Team on a weekly basis.
7. Keep records of streets and areas worked and liaise with the Membership Team to agree priority areas for recruitment.
8. Collect cheque (but never cash) donations for HMWT from members of the public.
9. Pass on any queries, which cannot be immediately dealt with on the doorstep, and liaise with other HMWT staff to ensure a timely response.
10. Promote the work of the Wildlife Trust at all appropriate opportunities to potential members, partners and funders.
11. Ensure all work is undertaken to HMWT's policies (e.g. child welfare, equal opportunities and health and safety policies).
12. Work with the Membership Team to ensure all membership recruitment and fundraising activities are carried out in accordance with best practise standards promoted by the Institute of Fundraising.

13. Undertake any other duties, as requested by the Membership Development Officer, in line with the aims of the Herts & Middlesex Wildlife Trust and commensurate with the skills and responsibilities of the post.

Job Description

This post is at the centre of the Trust's membership activities.

The Trust's members are its life-blood, in terms of the political influence that they give to the Trust, the pool of opinion, intelligence, voluntary work, knowledge and skills that they represent, and also as a significant source of funds for the Trust.

The Membership Recruiter will be the public face of the Wildlife Trust and will play a key role in the task of growing and developing the Trust's membership and in promoting more widely the projects and activities of the Trust to the general public.

The post will involve lone working within the neighbourhoods of Hertfordshire & Middlesex, calling at residential homes, and the postholder will be expected to work autonomously for much of the time. Hours of work will generally be evenings and weekends.

The postholder is responsible for collecting and temporarily storing personal and confidential data and as such an enhanced CRB check will be required. They will be required to be well organised and methodical in collection and management of this information and in reporting of their work.

Success in this role will be rewarded through generous bonuses on upon successful targets.

The post holder is expected to hold some relevant experience, knowledge and skills.

1st January 2012

Herts and Middlesex Wildlife Trust

PERSON SPECIFICATION

Membership Recruiter

Essential criteria:

- Ability to enthuse and motivate others
- Ability to work independently and on own initiative
- Speak politely and clearly
- Smart appearance
- Access to the internet
- An enthusiasm for wildlife and nature conservation.
- Customer focussed
- Respect for confidentiality
- A commitment to equal opportunities

Desirable Criteria

- A basic understanding of the ecology and wildlife of Hertfordshire and Middlesex
- An understanding of the rules and regulations applying to direct charity fundraising and good practice standards as promoted by the Institute of Fundraising
- A full and valid driving licence and access to car at work
- A good knowledge of the work, projects and nature reserves of Herts & Middlesex Wildlife Trust
- A commitment to the voluntary/charitable sector.
- A willingness to work weekends and evenings and travel throughout your territory.

January 2012