

Person Specification

Post Title: Membership Recruiter



Cumbria
Wildlife Trust

1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Dealing with the public	•	
2.	Organisation of paperwork and form filling	•	
3.	Successful sales experience		•
4.	Handling difficult situations/controversial subjects		•

2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Full driving licence and use of own vehicle which must be suitably insured to include use in carrying out the duties of the employment.	•	
2.	General knowledge of wildlife		•

3 Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Ability to maintain high levels of enthusiasm and self-motivation	•	
2.	Ability to work well on their own initiative	•	
3.	Ability to be flexible and respond to changing situations	•	
4.	Excellent communication skills	•	
5.	Tact and diplomacy	•	
6.	Ability to work effectively under pressure	•	
7.	Enthusiasm for wildlife/conservation	•	

Terms and Conditions

- Salary: Basic salary of £8.21 per hour (rising to £8.72 per hour from 1 April 2020), plus a commission rate. This will be payable over and above the basic salary on all new memberships, which will allow the recruiter to maximise earnings.
- Duration of post: Starting with a training day on Wednesday 25 March 2020 until 10 September 2020. All employees new to Cumbria Wildlife Trust undertake a probationary period of six months, in which time they are expected to establish their suitability for the post. During the probationary period Recruiters will have their performance reviewed monthly.

3. Recruiters are measured by looking at the income generated in memberships versus the recruiting hours the Trust pays the Recruiter. The minimum percentage of membership income in relation to recruiting hour's salary acceptable to the Trust is 75%.
4. Recruiters are encouraged to keep in touch with the Membership Development Officer on a regular basis; paperwork needs to be sent in once a week.
5. Hours per week: Full-time and part-time hours available. Full-time 35 hours, working 3 days a week Face to Face, to be worked on various days set by the Trust which will include at least 1 weekend day per week. 14 hours a week door to door.
6. Holidays: 28 days per annum, including public holidays, pro rata to 35 hours per week.
7. Place of work: Cumbria Wildlife Trust offices at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX, with travel to various locations throughout Cumbria.
8. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, Senior Personnel Officer, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, LA8 8LX or by email to admin@cumbriawildlifetrust.org.uk.
9. Only short listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
10. Closing date for applications is **9.00am on Tuesday 25 February 2020**.
11. Interviews will be held **w/c 9 March 2020**.
12. Any further enquiries should be directed to Katie Keighley, Membership Development Officer, Cumbria Wildlife Trust at the above address or ring 01539 816 300.