

Job Description



**Scottish
Wildlife
Trust**

Title	Face to Face Recruiter
Status	Permanent, 78 hours per week
Salary	£8.92 per hour plus added commission
Based	Across Scotland
Dept/Region	External Affairs
Line Manager	Membership Recruitment Manager

Our Mission

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

Book and attend events, private site locations and greenspaces across Scotland using soft sales techniques to enthuse and inspire the public to join the Scottish Wildlife Trust.

Main Objectives

1. Research, approach and book private site venues, events and shows suitable for membership recruitment in co-ordination with Face-to-Face Events Coordinator.
2. Attend events, private site locations and nature reserves (as required) using sales techniques to enthuse and inspire the public to join the Scottish Wildlife Trust.
3. Ensure that membership recruitment targets and key performance indicators are achieved.
4. Provide feedback on locations and events to the Face-to-Face Events Coordinator so that type of events and venues are identified which maximise membership opportunities.
5. Communicate using brand values and guidelines particularly when speaking with members of the public and when using branded materials on the membership display stand to ensure that Scottish Wildlife Trust brand is presented consistently and correctly.

Key Internal & External Contacts

- Membership Recruitment Manager
- Face to Face Events Coordinator
- Face to Face Membership Recruitment Team
- Members of the public
- Contacts at venues

Qualifications, Experience (essential/desirable):

Essential knowledge and experience:

- Excellent verbal communication skills
- Confidence to approach and build rapport with members of the public
- An interest in wildlife
- Administration skills such as Microsoft Word Package (Word, Powerpoint, Excel)

Desirable knowledge and experience:

- Experience in a similar role or of a low-pressure sales role
- A knowledge of the work of the Scottish Wildlife Trust

The Ideal candidate:

- Must be flexible and adaptable attitude to changing priorities and challenges
- Have strong organisational skills and ability to work on own initiative
- Have the ability to solve problems with limited supervision
- Be able to adapt to lone working and travelling around to different areas and regions of Scotland
- Be able to transport equipment (up to 30kg) around a defined region
- Be flexible for regular weekend working, some evening work and regular work over bank holidays.
- Must be able to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible.

Key competencies	Essential	Desirable
Technology and knowledge (IT)	•	
Organisation and planning	•	
Communication (writing/spoken)	•	
Problem Solving	•	
Judgement	•	
Management	•	
Teamwork	•	
Commitment to organisational culture, values and vision	•	

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	x		
Full Driving Licence	x		
Protection of Vulnerable Groups membership			x
First Aid Certificate		x	
Credit Check		x	

Author	Bianca Ruba, HR Officer	Date	30/03/22
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Protecting Scotland's wildlife for the future

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