

What hours are available for this role?

Full time hours are available (37.5hrs pw) and part time may be considered.

What does a typical working week look like?

A typical working week is five out of seven days between Monday and Sunday. Weekend work is frequent throughout the year. There will be some evening work which is often seasonal such as attendance at Christmas Twilight Markets or late-night shopping venues. Many of the opportunities Ulster Wildlife has to engage with large numbers of people occur at the weekends and public holidays e.g., agricultural shows, festivals and markets so it is essential that weekend and public holiday working is suitable for you. You must also have flexibility to attend evening shifts where appropriate.

How long is a typical workday?

Permanent members of staff at Ulster Wildlife have a typical 7.5hr workday, however on occasion an event may have an early start and late finish which incurs additional hours worked. Ulster Wildlife operates a flexi time policy to cover hours in light of these occasional longer days, where you can take time off in lieu for any additional hours worked. Your flexi time will be managed with assistance from the Membership Team Leader to ensure a healthy work/life balance.

Where will I be working?

As mentioned above, the opportunity to engage with large numbers of people is essential to be able to find new supporters for local wildlife conservation. Therefore, your work location will change regularly, example locations include but are not limited to the below:

- Garden Centres
- Outdoor/Adventure shops
- Shopping Malls
- Farm shops
- Festivals and community events, typically outdoors.
- Agricultural shows
- Grocery stores
- Other retail venues

Please note: Some of your shifts may be in locations which are over an hour drive from your home location. These are limited where reasonably possible however viable opportunities are not limited by driving times or distances.

How will I get to work?

Although sustainable travel is a priority for Ulster Wildlife, you will need access to your own transport due to the mobile promotional stand you will take to and from each venue. The promotional stand would be challenging for you to carry on and off public transport and would not be possible to carry on a bicycle. At some larger shows and events, the Team Leader will set up the stand and in those instances, you may be able to travel via public transport or bicycle.

- Ulster Wildlife pays mileage by car at 45p per mile and by bicycle at 20p per mile.
- Ulster Wildlife also covers reasonable and agreed expenses e.g. parking fees if no free parking is available or not within comfortable walking distance of a venue.

What training and support is available?

You will have a series of training sessions on site at Ulster Wildlife Offices and will undertake a supported recruitment training session at a venue with an experienced Membership Fundraising Officer - all to prepare you for getting out and talking to the public. The Membership Recruitment Team Leader will be available while you are working to support you via the telephone and to debrief after a shift. You will have monthly 1-1 meetings with the Membership Recruitment Team Leader, occasional onsite training support and you will be invited to attend regular team meetings.

In your first couple of weeks, some time will be spent undertaking organisation-wide inductions so you can get to know more about Ulster Wildlife and its work protecting local wildlife and wild places. It will help you when you are out engaging with the public. You will also be provided with some online training to cover things like manual handling and data protection.

What are some of the requirements in this role?

- The main purpose of this role is to sign up new members for Ulster Wildlife in order to generate the income needed to allow our nature conservation work to take place each year. You will have individual targets set based on our annual budget. These not only allow Ulster Wildlife to plan for the year ahead, they provide purpose and motivation for your daily activities. Your performance will be monitored against an average daily target of four memberships and you will receive a commission on all sign ups after the first two. More details on commission and targets can be provided on request, contact details are below. You will also be monitored on your average annual value of members signed up and average length of time a member stays with us – so its importance that you are persuasive not forceful, demonstrating the value of membership to local nature conservation efforts. You will be supported, trained, and coached to help you achieve these goals.
- This role is primarily lone working. You will be part of the Membership Recruitment Team who will support you, but you will largely be working alone at third-party venues. Being resilient and able to self-motivate by creating your own 'mini-targets' is therefore essential. You may be attending larger shows in teams of two, so you will get to spend time with other recruitment team members on occasion. You will also, from time to time, work with other Ulster Wildlife operational staff and volunteers.
- Not everyone wishes to support local nature conservation and you will encounter members of the public who refuse to engage with you. You must be able to keep yourself motivated in the face of these rejections because we can guarantee you will also meet people who love and want to protect wildlife and who want to support Ulster Wildlife by becoming members.
- This role will require the ability to transport bulky and sometimes heavy items including gazebo and associated weights, display stands and boxes of information. Where possible you will be provided with a carry case and a trolley to transport equipment, but some lifting and manual handling (up to ±30kg) will be required.
- Occasionally a pre-agreed schedule of events may be altered if a preferable opportunity arises, some flexibility will be required to maximise membership recruitment opportunities.
- This role may require occasional overnight stays away from home. These are rare but may be necessary for an event or show that is over multiple days.

Any questions about the role or the details above?

Please get in touch with Grace Margaret McGowan, Membership Recruitment Team Leader on gracemargaret.mcgowan@ulsterwildlife.org or 07598371361

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