



## Application Guidelines

### Face 2 Face Membership Fundraiser

Thank you for your interest in the above vacancy. Please see below for the job description and person specification for the post.

Applicants must complete all the application papers – **the use of CVs in any way will not be accepted.**

Under the section headed 'Role Requirements' it is essential that applicants **clearly demonstrate through the use of examples** how they meet the essential and/or desirable criteria required for the post. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if applicants do not demonstrate, through examples, how they meet the criteria they will not be shortlisted to the next stage of selection.

Ulster Wildlife reserves the right to interview only those who demonstrate on their application form that they fully meet the essential criteria and desirable criteria. Ulster Wildlife reserves the right to apply additional criteria to facilitate the shortlisting process where necessary.

All applicants will be contacted regarding the outcome of their application. However, regrettably due to limited resources, Ulster Wildlife cannot provide feedback regarding your application.

**Completed application and monitoring forms in Microsoft Word format should be returned by email to [recruit@ulsterwildlife.org](mailto:recruit@ulsterwildlife.org) by 12 noon on Friday 31 January 2025.**

Candidates who score above the minimum threshold during a recruitment selection process, but whose scores mean they are ranked lower than other successful candidates, may be kept on a reserve list for similar roles for a period of up to 12 months.

Ulster Wildlife makes employment decisions based solely on merit however any offer of employment is conditional on the receipt of two satisfactory references, certificates to support stated qualifications, and proof of the right to work in the UK. Please note Ulster Wildlife does not hold a Sponsor License.

Canvassing will automatically disqualify.

**Ulster Wildlife supports the principles of equality of opportunity**

**Ulster Wildlife is committed to protecting the privacy and security of your personal information. You can read about how and why Ulster Wildlife uses your personal information here [www.ulsterwildlife.org/privacy-notice](http://www.ulsterwildlife.org/privacy-notice).**

## JOB DESCRIPTION



<b>Role:</b>	<b>Face to Face Membership Fundraiser (regular giving)</b>
<b>Salary:</b>	£22,749 (pro rata for part time roles) plus Commission. Access to employer's contributory pension scheme - maximum 9% per annum.
<b>Hours:</b>	Full-time (37.5hrs pw), part-time will be considered. Weekend and Public Holiday work will be frequent with occasional evening work.
<b>Location:</b>	Province wide. You will be required to travel to venues and events throughout NI; You will be required to attend meetings and training at Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE and occasionally at other Ulster Wildlife sites.
<b>Contract:</b>	Full time Permanent. This post is subject to a 3–6-month probationary period.
<b>Leave:</b>	24 days per annum plus 12 days statutory holidays rising to 26 days following three years' service. (Pro-rata)
<b>Reporting to:</b>	Membership Recruitment Team Leader
<b>Other benefits:</b>	<ul style="list-style-type: none"><li>• Commission, increasing the earning potential to £17p.h</li><li>• Access to employer's contributory pension scheme, maximum 9% per annum</li><li>• Health cash-back plan</li><li>• Flexi-time system</li><li>• Mileage and expenses (within agreed parameters).</li></ul>

## OVERVIEW

Ulster Wildlife's members are champions of nature, playing a vital role in our mission to **Bring Nature Back** to Northern Ireland and beyond.

As a **Membership Fundraiser**, you will be at the forefront of engaging the public and securing regular-giving donors to support the charity's essential work—both now and for the future. Through direct, in-person engagement at venues across Northern Ireland, you will help strengthen the charity's financial foundation. By meeting recruitment targets, you will make a lasting and positive contribution to the success and impact of Ulster Wildlife's conservation efforts.

Joining our team means you'll play a key role in ensuring the financial sustainability of Ulster Wildlife's conservation projects, directly contributing to innovative wildlife restoration and protection initiatives that deliver real, long-term change for nature.

## KEY DUTIES OF THE POST

- Achieve individual and team targets for signing up new members (monthly donors) by proactively engaging with the public at large shows, events, and retail venues.
- Understand the principals of Gift Aid and encourage new members to sign up to the Gift Aid scheme.
- Develop and maintain an understanding of the work of Ulster Wildlife, its activities and nature reserves to persuade new members to support Ulster Wildlife.

- Accurately record and submit new members' information complying, at all times, with our Data Protection Policy and procedures.
- Ensure all membership recruitment and fundraising activities are carried out in accordance with the Code of Fundraising Practice and other best practice promoted by the Fundraising Regulator, the Institute of Fundraising and Ulster Wildlife policies.
- Maintain and bolster the development of positive relationships with pre-existing recruitment venue managers and staff.
- Provide feedback to the Membership Recruitment Team Leader on locations and events to maximize future membership promotion opportunities.
- Work with the Membership Recruitment Team Leader on the research and booking of venues and events for membership recruitment opportunities.
- Maintain and be responsible for Ulster Wildlife equipment and recruitment aids.
- Attend any training/team meeting/events organised by Ulster Wildlife as well as monthly/half-year/annual supervision meetings.

### **ADDITIONAL INFORMATION AND FAQ'S ABOUT THIS ROLE**

- See separate FAQ's document with this Application Pack.

**No job description can cover every issue which may arise and subsequently the post-holder may be expected to carry out other duties broadly consistent with those itemised above.**

### **PERSON SPECIFICATION**

#### **Essential Criteria**

1. At least one year's full-time (or part-time equivalent) experience in a face-to-face sales, promotions or fundraising role. This may be from paid employment or voluntary experience.
2. Demonstrate experience in successfully meeting agreed sales or fundraising targets.
3. The ability to inspire and influence verbally, asking for financial support from potential new members.
4. The confidence and capability to approach and build rapport with members of the public.
5. A demonstrable ability to work alone, without direct daily supervision.
6. Ability to perform administrative tasks, complete accurate records and submit paperwork according to agreed timescales.
7. Basic IT skills including use of a combined email and calendar service e.g., MS Outlook or Gmail.
8. Full driving licence and access to your own transport for business purposes which enables you to meet the requirements of the post in full.

#### **Desirable Criteria**

1. Experience of recruiting donors for a voluntary/community organisation.
2. Knowledge of the Code of Fundraising Practice and Data Protection principles.

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