

Protecting Scotland's wildlife for the future

Job Description



Title	Face to Face Recruiter
Based	Across Scotland
Dept/Region	Finance & Resources
Line Manager	Membership Recruitment Manager

Our Mission

For over 60 years, the Scottish Wildlife Trust has worked alongside members, partners and supporters in pursuit 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. The Trust manages a network of over 100 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

Attend prebooked events and private site locations across Scotland as a Membership Recruiter.
Use soft sales techniques to encourage the public to become members of the Scottish Wildlife Trust.
To help raise income and support, allowing the trust to continue to help and protect Scotland's wildlife and nature.

Main Objectives

1. Attend events, private site locations and nature reserves (as required) using soft sales techniques to enthuse and inspire the public to join the Scottish Wildlife Trust.
2. Ensure that membership recruitment targets and key performance indicators are achieved or exceeded.
3. Provide feedback on locations and events to the Venue Booker, to help us continuously improve and maximise upon membership opportunities.
4. Communicate using brand values and guidelines to ensure that Scottish Wildlife Trust brand is presented consistently and correctly.

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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 qualifications:

- Full UK driving licence

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

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

Special Competencies

Skills and Abilities:

- A flexible and adaptable attitude to changing priorities and challenges
- Strong organisational skills and ability to work on own initiative
- Ability to solve problems with limited supervision

Special Requirements

- Candidates should be comfortable with lone working.
- Regular travel around your respective region.
- The ability to transport bulky and heavy items including small marquees and display equipment (up to 30kg) around a defined region.
- Regular weekend and some evening working and regular working over bank holidays.
- Occasional overnight stays away from home.
- Employees are expected 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	•	

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		

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