



# Face to Face Membership Fundraiser

## Ulster Wildlife

CLOSING DATE: 13<sup>th</sup> October 2025 12 pm

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# MEMBERSHIP FUNDRAISING AT ULSTER WILDLIFE

## Welcome

Thank you for your interest in joining Ulster Wildlife as a **Face-to-Face Membership Fundraiser**.

Our members are the champions of nature – people who give us the strength and stability to protect wildlife and wild places across Northern Ireland. As a Membership Fundraiser, you'll play a vital role in inspiring new supporters to join us. Every conversation you have, every new member you sign up, helps us bring nature back and protect the wildlife we all love.

This isn't just a job. It's a chance to connect people with nature, build your confidence and skills, and make a real difference every day.

We're excited to tell you more about the role, the team, and what it's like to work for Ulster Wildlife.

## WHY JOIN US?

Working as a Membership Fundraiser with Ulster Wildlife is more than a job – it's a chance to help protect wildlife and inspire others to do the same. You'll be joining a supportive, passionate team who share your love for people and nature.

Here's what some of our fundraisers say:



"Helping people connect with nature **gives me a real buzz!** It's a vibrant team of passionate people, you'll learn so much about local wildlife."

"I enjoy doing a job that **helps wildlife.** Meeting lots of new people and **welcoming new members is easier than I anticipated.**"



## ABOUT ULSTER WILDLIFE

Ulster Wildlife is Northern Ireland's largest local nature conservation charity. Since 1978, we've been working to **bring nature back** on land and at sea, inspire people to take action, and play our part in tackling the climate and ecological emergencies.

- We care for 19 nature reserves, protecting vital habitats.
- We safeguard species at risk, including barn owls, hedgehogs, and red squirrels.
- We restore and connect habitats like peatlands, woodlands, and seas.
- We influence government policy to put nature at the heart of decision-making.
- We empower people and communities to stand up for nature.

We are part of the UK-wide Wildlife Trust movement, with over 46 independent charities working together for a wilder future. Here in Northern Ireland, we are supported by **over 14,000 members** – and growing.

**Our Vision - A wilder future where people and nature are thriving together.**

See – [www.ulsterwildlife.org](http://www.ulsterwildlife.org) for more information about us and our important work.



**As part of our team, you'll:**

- Meet people from all walks of life and share your passion for nature.
- Build your skills in communication, resilience, and public engagement.
- Enjoy training, mentoring, and regular team support to help you succeed.
- Celebrate every new member you inspire – because each one helps Bring Nature Back.

👉 If you're looking for a role where your personality, confidence, and love of nature can make a real impact, this could be the perfect fit for you.

## What You'll Do

As a Membership Fundraiser, you'll be out and about across Northern Ireland, inspiring people to join Ulster Wildlife and support our vital conservation work.

Your days will include:

- Travelling to exciting venues such as **garden centres, shopping centres, farm shops, festivals and community events**.
- Setting up an **eye-catching stand** and making sure it looks welcoming.
- Engaging with the public – listening, chatting, and sharing why nature needs our help.
- Inspire people to become members, supporting Ulster Wildlife with regular donations.
- Recording new memberships accurately and responsibly.
- Acting as an ambassador for Ulster Wildlife, always leaving a positive impression.

Every conversation you have is a chance to make a difference!

## What You'll Get





We value the people who represent us. In return for your energy and commitment, we offer:

- **Salary:** £24,023 per year (pro rata for part-time roles) plus commission
- **Pension:** Employer contribution of up to 10% per annum.
- **Holidays:** 24 days annual leave + 12 statutory days (rising with service), pro rata for part-time roles
- **Flexi-time:** Support for a healthy work-life balance.
- **Health cash-back plan** to help with everyday wellbeing.
- **Mileage** (0.45p per mile) **& expenses** covered within agreed parameters.
- **Uniform and equipment** provided.
- **Full training and ongoing support** so you'll feel confident from day one.
- A chance to work in **varied, inspiring locations** across Northern Ireland.



## A Day in the Life

No two days are ever quite the same, but here's what a typical day could look like:

-  **Morning:** Pack your stand and materials into the car, head to a busy garden centre. Set up your stand with banners, leaflets and a smile.
-  **Midday:** Engage with families and shoppers – share stories of hedgehogs, barn owls, and peatland restoration. Celebrate when someone signs up as a new member!
-  **Afternoon:** Keep the energy up – resilience is key. You'll get a mix of yes and no, but every conversation matters.
-  **Evening:** Pack up, head home, do some quick admin and celebrate your day with your team.

Some days you might be at a big event like The Balmoral Show, other days a quiet pet shop – variety is part of the fun.



## What We're Looking For

You don't need to be a wildlife expert – what matters most is your passion for people and your confidence to make a difference.

We're looking for people who are:

- **Confident communicators** who enjoy talking to new people.
- **Resilient and positive** – even when facing rejection.
- **Motivated and self-reliant** – comfortable working solo as well as part of a team.
- **Flexible** about working most weekends, evenings, and public holidays.
- **Practical and organised** – able to set up stands and manage equipment and plan your day.
- **Drivers with access to a car** for travelling to venues across NI.

It helps if you have knowledge of Gift Aid, data protection, or fundraising practice. But don't worry if you don't – if you have the passion and people skills, we'll support you with training.

## Training and Support

From the moment you join, you'll get the tools and encouragement you need to succeed:

- **Induction training** at our Belfast office, plus organisation-wide introductions so you understand our work and mission.
- **On-the-job shadowing** with experienced fundraisers.
- **Mentored shifts** to build your confidence.
- **Regular 1-to-1s and team meetings** with your Team Leader.
- **Ongoing training** in fundraising best practice, health & safety, and personal development.

We're here to support you – you'll never feel like you're on your own.

## FAQs

### Do I need to know a lot about wildlife?

Not at all! We'll give you all the training you need. What matters most is your enthusiasm for people and your willingness to learn.

### Will I be working on my own?

Yes, many shifts are solo, but you'll always be part of the Membership Team. You'll have regular check-ins and longer 1-to-1s, and lots of opportunities to work alongside colleagues at larger events.

### What sort of venues will I be in?

Everything from busy shopping centres and garden centres to local festivals and major shows. Variety is guaranteed!

### What happens if the weather is bad?

Outdoor events go ahead in all reasonable conditions – but don't worry, you'll be provided with suitable uniform and support.

### Will I need to provide my own equipment?

No – we'll provide you with a portable stand, banners, leaflets, and other materials. You'll just need a car to transport them.

### Can this role lead to other opportunities?

Absolutely! The skills you'll build – communication, resilience, and people engagement – are highly transferable and valued across many sectors.



## ROLE DESCRIPTION

<b>Role:</b>	<b>Face to Face Membership Fundraiser (regular giving)</b>
<b>Salary:</b>	£24,023 (pro rata for part time roles) plus Commission. Access to employer's contributory pension scheme - maximum 10% per annum (Pending Pay Award Approval from April 2025)
<b>Contract:</b>	Permanent. This post is subject to a 6-month probationary period.
<b>Hours:</b>	Full-time (37.5hrs pw), part-time (15hrs, 22.5hrs, 30hrs) and casual will be considered. Weekend and Public Holiday work will be frequent with occasional evening work.
<b>Location:</b>	<b>Northern Ireland wide.</b> 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>Leave:</b>	24 days per annum plus 12 days statutory holidays rising to 26 days following three years' service. (Pro-rata for part time roles)
<b>Reporting to:</b>	Membership Team Leader
<b>Other Benefits:</b>	<ul style="list-style-type: none"> <li>• Health cash-back plan</li> <li>• Flexi-time system</li> <li>• Mileage (0.45p pm) and expenses (within agreed parameters).</li> </ul>

## KEY DUTIES OF THE POST

- Achieve individual targets for signing up new members (monthly donors) by proactively engaging with the public at fundraising 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 always complying with our Data Protection Policy and Procedures.
- Ensure all membership 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 fundraising venue managers and staff.
- Provide feedback to the Membership Team Leader on locations and events to maximize future membership promotion opportunities.
- Work with the Membership Team Leader on the research and booking of venues and events for membership fundraising opportunities.
- Work with the Membership Team Leader to develop and deliver nature and wildlife themed talks for groups / organisations with the view to increasing the scope of membership fundraising opportunities.
- Maintain and be responsible for Ulster Wildlife equipment and promotional materials.



- Attend any training/team meeting/events organised by Ulster Wildlife as well as monthly/annual supervision meetings.

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

### Who is this role for?

This role suits someone who has strong communication skills, is a team player, self-motivated and determined to succeed in the role along with an understanding of Ulster Wildlife's need for regular giving donors.

We welcome applications from people living across Northern Ireland as we wish to cover as wide a range of venues and events as reasonably practical. There is no requirement to live within close distance to our Head Office in Belfast.

### 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 confidence and capability to approach and build rapport with members of the public, and inspire verbally, asking for financial support from potential new members
4. The ability to work alone and solve problems without direct daily supervision.
5. The ability to undertake basic administrative tasks, keeping accurate records and submitting paperwork on time.
6. Basic IT skills including use of a combined email and calendar service e.g., MS Outlook or Gmail.
7. Full driving licence and access to your own transport for business purposes which enables you to meet the requirements of the post in full.
8. Minimum of a Grade C or equivalent Level 2 qualification in English Language and Mathematics.
9. Flexibility to work most weekends and some evenings.
10. The ability to transport bulky and heavy items such as gazebo and associated weights, display stands and boxes of information (up to 30kg). Where possible you will be provided with a carry case and a trolley to transport equipment.

### Desirable Criteria

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

## How to Apply

Applying is simple:

1. **Download the application form** from [www.ulsterwildlife.org/jobs](http://www.ulsterwildlife.org/jobs).
2. Complete the application and monitoring form (Microsoft Word format only, no PDFs please).
3. Email both forms to **recruit@ulsterwildlife.org** by 12pm Monday **13<sup>th</sup> October 2025**.

We anticipate interviews to take place on 22<sup>nd</sup> October and Trial Shifts week beginning 27<sup>th</sup> October.

CVs aren't accepted, but don't worry – your application form is your chance to shine. Use examples to show us how your skills and experience match the role.

## What Happens Next

We'll keep you updated at every stage. Here's what to expect:

- **Stage 1: Interview**  
A friendly, question-based interview at our Belfast office (approx. 30 minutes).
- **Stage 2: Trial Shift**  
Spend around 2.5 hours with an experienced fundraiser at a local venue. This is your chance to see the role in action and show us your potential.

We aim to let candidates know the outcome of their application within two weeks. If you have any questions at any stage, just get in touch – we're here to help.

By joining Ulster Wildlife as a Membership Fundraiser, you'll be doing more than starting a new job – you'll be helping to **bring nature back** across Northern Ireland. Every conversation, every membership, every smile makes a difference for wildlife and wild places.

If you're enthusiastic, resilient, and ready to inspire others, we'd love to hear from you.

👉 **Apply today and help us build a wilder future where people and nature thrive together.**