



# Face to Face Membership Fundraiser

## Ulster Wildlife

**CLOSING DATE: 12 noon Friday 15 May 2026**

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Ulster Wildlife  
McClelland House  
10 Heron Road  
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[www.ulsterwildlife.org](http://www.ulsterwildlife.org)



## MEMBERSHIP FUNDRAISING AT ULSTER WILDLIFE

Thank you for your interest in the Face-to-Face Membership Fundraising role at Ulster Wildlife.

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 fundraising 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.

### Why join the Ulster Wildlife Fundraising Team?



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

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



## ABOUT ULSTER WILDLIFE

We are Northern Ireland's largest local nature conservation charity, established in 1978. We're working to bring nature back on land and at sea, inspire people to take action for nature and climate, and play our part in ending the climate and ecological emergencies. We manage 21 nature reserves; save species at risk including barn owls and hedgehogs; restore and connect habitats such as peatlands; influence government policy and empower people to stand up for nature. We are one of 46 independent Wildlife Trusts, collectively working across the UK to bring nature back. We are driven and supported by over 14,000 members.

Nature is in crisis and declining at rates unprecedented in human history. Ulster Wildlife has a plan to not only slow the loss of nature, but to actively reverse its decline.

**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.



# RECRUITMENT PROCESS

## APPLICATION FORM

Please download an application form from [www.ulsterwildlife.org/jobs](http://www.ulsterwildlife.org/jobs). The completed application and monitoring form must be received no later than **12 noon on Friday 15 May 2026** in Microsoft Word format (NOT PDF) via email to [recruit@ulsterwildlife.org](mailto:recruit@ulsterwildlife.org). Applications received after the deadline will not be accepted. CVs will not be accepted.

**Please note that because the nature of this role requires independent travel to venues and events across Northern Ireland candidates are required to have a full driving license and access to your own vehicle. If offered the role Class 1 Business car insurance will be required in order to claim mileage expenses.**

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, regretfully, due to limited resources, Ulster Wildlife cannot provide feedback regarding your application.

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's Safeguarding Commitment Statement can be found here: [www.ulsterwildlife.org/safeguarding-statement](http://www.ulsterwildlife.org/safeguarding-statement).

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 at [www.ulsterwildlife.org/privacy-notice](http://www.ulsterwildlife.org/privacy-notice).

## ASSESSMENT

We will contact you to let you know if you have been shortlisted for the assessment process.

We expect to conduct the assessment in two stages. If you are successful at stage 1 then you will be invited to stage 2:

### Stage 1- Interview

Formal competency, question-based interview at Ulster Wildlife, McClelland House, 10 Heron Road, Belfast BT3 9LE. The interview should last no longer than 45 minutes. Interviews are planned for Thursday 04 June 2026.

### Stage 2: Trial Shift

Trial shift of approximately 2.5hrs at a location in Northern Ireland with an experienced member of the Membership team.

If you have any questions about the role or assessment process, please contact us at: [recruit@ulsterwildlife.org](mailto:recruit@ulsterwildlife.org) or call Jane on 07485 329716.



## USEFUL INFORMATION ABOUT THE ROLE:

### Where will I be working?

Your work location will change regularly; example locations include but are not limited to:

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

Outdoor events take place year-round, and many are great opportunities to meet new nature champions, you should be comfortable working in all reasonable weather conditions. Seasonally appropriate uniform is provided for you.



### What does a typical working week look like?

A full-time role is 37.5 hours per week, worked over five days between Monday and Sunday.

Weekend and public holiday working are a regular and essential part of the role, as many of our busiest venues and events, such as agricultural shows, festivals and markets, take place during these times. There will also be some evening work, for example at late-night shopping venues and events, so flexibility in working hours is important.

### What is a typical day like?

No two days are ever quite the same, from local stores to large-scale events across Northern Ireland.

A standard working day is 7.5 hours at your assigned venue or event. Travel to and from venues is a requirement of the role and falls outside of these working hours.

From time to time, events may require early starts or later finishes. Any additional hours worked can be taken back through Ulster Wildlife's flexi time policy.

## Logistics and Travel

You will be responsible for transporting, setting up and packing down your portable stand at most venues independently. At larger events, the stand may be set up in advance by the Membership Team. You may also be asked to support with the setup of larger events, depending on location, scheduling and event requirements.

This role involves regular travel to venues across Northern Ireland, with the majority of activity taking place in the east of Northern Ireland. While travel distances will vary depending on your home location, some venues may be over an hour's drive. We aim to plan routes efficiently where possible, however candidates should be comfortable with longer journeys when required. As most activity takes place in the east, this role is particularly suited to candidates based within a reasonable commuting distance of Belfast.



## Manual Handling requirements

You will use a range of equipment day to day, including a portable promotional stand, pull-up banners, information materials and other items to support engagement at venues.

Where possible, a carry case and trolley will be provided to assist with transporting equipment. However, the role does involve regular lifting and manual handling, with items weighing up to approximately 30kg.

At larger events, additional equipment such as gazebos, weights and tables may be required. Support from other team members will be provided where necessary.

## Flexibility

Our events schedule can occasionally change to take advantage of new or higher-footfall opportunities, so a flexible approach to working patterns is important.

This role may also involve occasional overnight stays for multi-day events or shows. These are infrequent but may be required at certain times of the year.

## Who will I be working with?

This role is primarily independent, so you should be comfortable working on your own for extended periods and be self-motivated in engaging members of the public.

You will be part of the wider Membership Team, who will provide ongoing support. At larger events, you'll often work alongside another Membership Fundraiser, and where opportunities allow, you'll also collaborate with colleagues from across Ulster Wildlife.



## What training and support is available?

You'll receive a structured induction, including organisation-wide training to help you understand Ulster Wildlife and our work protecting local wildlife and wild places. You'll also complete online training covering areas such as manual handling, health and safety and data protection.

You'll then take part in a series of in-person training sessions at the Ulster Wildlife office, followed by supported fundraising shifts at venues alongside an experienced Membership Fundraiser to help build your confidence before working independently.

Ongoing support is provided by the Membership Manager, including regular check-ins, post-shift debriefs and monthly one-to-one meetings. You'll also have opportunities for additional on-site coaching and will be invited to attend regular team meetings.

## ROLE DESCRIPTION

<b>Role:</b>	<b>Face to Face Membership Fundraiser (regular giving)</b>
<b>Salary:</b>	£29,697 to £32,016 plus Commission. Access to employer's contributory pension scheme - maximum 10% per annum.
<b>Contract:</b>	Permanent. This post is subject to a 6-month probationary period.
<b>Hours:</b>	Full-time (37.5hrs pw). Weekend and Public Holiday work will be frequent with occasional evening work.
<b>Location:</b>	<p><b>Contracted Place of Work:</b> Ulster Wildlife Office, 10 Heron Road, Belfast, BT3 9LE.</p> <p>This is a field-based role. The post-holder will work predominantly at pre-booked venues and events across Northern Ireland and should expect daily travel as an integral part of the role, with the majority of activity taking place in the East of the Northern Ireland.</p> <p>You will be required to attend meetings, training and occasional team activities at the Belfast office and, from time to time, at other Ulster Wildlife sites. As a highly mobile role, candidates should be comfortable working independently, travelling regularly to different locations, and managing their time effectively. Access to a car for business purposes is essential.</p>
<b>Leave:</b>	24 days per annum plus 12 days statutory holidays rising to 26 days following three years' service.
<b>Reporting to:</b>	Membership Manager
<b>Other Benefits:</b>	<ul style="list-style-type: none"> <li>• Commission</li> <li>• Health cash-back plan</li> <li>• Flexi-time system</li> <li>• Mileage and expenses (within agreed parameters)</li> </ul>

## KEY DUTIES OF THE POST

### New Members

- Engage with members of the public at pre-booked events, shows and retail venues, outlining the benefits of becoming a member of Ulster Wildlife and converting conversations into new memberships.
- Achieve individual targets, and contribute to broader income targets, for monthly new memberships.
- Understand the principals of Gift Aid and encourage new members to sign up to the Gift Aid scheme.
- The role requires the ability to work collaboratively and in close proximity with team members and volunteers at venues and events to secure new Ulster Wildlife members, while maintaining mutual respect, cooperation and a positive supporter experience.

## Venues & Venue Booking

- Work with Membership Manager to identify initial calendar of venues and events which you can attend to promote membership of Ulster Wildlife.
- Be responsible for forward booking all regular venues following first attendance.
- Acquire new venues through monthly face-to-face venue sourcing days with follow up telephone calls and email correspondence as required – to secure the venue as a regular location for membership promotions.
- Record attendance at venues in agreed contact database and calendar in order to maintain an up-to-date record of attendance and locations.
- Record and action feedback on locations and events to maximize future membership promotion opportunities.
- Through relationship management with venue managers ensure these venues are always available to Ulster Wildlife as locations for membership promotion.
- Work with the Membership Manager to develop and deliver nature and wildlife themed talks for groups / organisations with the view to increasing the scope for membership fundraising opportunities.

## Organisational Procedures, Role Processes & Personal Development

- 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 to the Ulster Wildlife Offices complying at all times 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 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 or scenario 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 would suit someone with strong communication skills who is confident engaging with the public. You'll be self-motivated, resilient and comfortable working independently, while also contributing positively as part of a wider team.

As this is a target-driven role, you'll bring experience from a sales, fundraising or similar customer-facing environment, and be confident encouraging people to take action and commit to supporting Ulster Wildlife. An understanding of the importance of regular giving to support our work is also important.

As the majority of our current venues and events take place in the east of the province, this role is likely to be best suited to candidates based within a reasonable travelling distance of Belfast. Candidates should be comfortable with regular travel, including longer journeys when required.

### **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.
2. Proven experience in meeting or exceeding sales or fundraising targets.
3. Confidence and ability to approach members of the public, build rapport and deliver engaging conversations that inspire people to provide financial support.
4. Ability to work independently, using initiative to solve problems without direct daily supervision.
5. Strong organisational skills, including the ability to complete basic administrative tasks, maintain accurate records and submit paperwork on time.
6. Basic IT skills including use of a combined email and calendar service, ideally Microsoft Office and calendar management.
7. Full driving licence and access to your own transport for business purposes.
8. Minimum of a Grade C or equivalent Level 2 qualification in English Language and Mathematics.
9. Flexibility to regularly work weekends and some evenings.
10. Ability to transport and handle equipment, including items up to approximately 30kg (e.g. gazebo, weights, display stands). A trolley and carry case will be provided where possible.

### **Desirable Criteria**

1. Experience of securing donors for a voluntary/community organisation.
2. Knowledge of the Code of Fundraising Practice and Data Protection principles.
3. An enthusiastic interest in wildlife and nature conservation.