

Membership Development Officer



Person specification

Please use the application form to outline how your skills, knowledge and experience meet the requirements of the role, as detailed in the job description, and demonstrate the attributes highlighted in the person specification.

Qualifications

Minimum – 5 GCSE'S Grades A-C (or equivalent) including English and Maths

Desirable – A' level qualifications or equivalent

Key competencies

- ❖ Enthusiastic, natural communicator
- ❖ Self-motivated team player
- ❖ Diplomacy and good team working with a wide range of people
- ❖ Innovative and keen to try new things
- ❖ Aptitude for communication technologies

Experience

- ❖ Experience of organising events, networking activities and planning workload
- ❖ Evidence of developing and maintaining customer networks
- ❖ Experience of working with the public in a proactive / networking role
- ❖ Evidence of having an attention for detail and taking pride in your work

Knowledge

- ❖ Good general understanding of wildlife conservation in Suffolk
- ❖ Active interest in natural history

Skills

- ❖ Excellent verbal communication and listening skills
- ❖ Excellent organisational skills
- ❖ Prioritising and meeting deadlines
- ❖ Current driving licence

Please be aware this is a physically demanding role, requiring a degree of fitness and stamina. Daily travel to recruitment venues in Suffolk is required for the role. You may wish to draw on both past employment and/or out-of-work activities.