



National Sheep Association

Job Description for NSA Membership Recruitment Officer

Responsible to: NSA Chief Executive.

Job base: NSA Sheep Centre, Malvern, Worcestershire but with extensive travel and including close working with regional NSA teams.

Key relationships with: NSA Membership Secretary and communications team; other NSA staff; NSA event organisers; regional managers and secretaries; regional recruitment contacts; ram sale staff; regional office holders.

Nature of contract: Permanent position (subject to successful probationary period)

Hours of work: Fulltime post working a minimum of 37.5 hours a week over five days. Substantial flexibility required to work some weekends and evenings relating to agricultural shows and meetings.

Salary: In the region of £21,000pa.

Expenses and equipment provision: Expenses paid according to NSA expense policy. Vehicle options for discussion to include: expenses for own vehicle use; use of a pool vehicle; a mix of own vehicle use and hire vehicle.

Job purpose: To initiate and lead the delivery of a range of activities to recruit new members to NSA. To deliver and support work to raise the profile of NSA via events, and to retain existing members.

Key responsibilities: Working to an agreed plan and targets, to:-

- Recruit new members through a range of approaches and activities.
- Lead the development of a regional commission based recruitment team.
- Secure membership recruitment opportunities created by other NSA staff and officers.
- Engage with NSA HQ and regional events and activities to maximise recruitment.
- Support approaches to improve membership retention.
- Support and deliver activity to raise the profile of NSA via events.
- Increase the proportion of members who give permission for NSA to collect Gift Aid on their subscription.
- Other duties as agreed which lead to membership retention and recruitment.



Chief Executive: Phil Stoker
A company limited by Guarantee. Registered in England. Registration No. 37818.
Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

your business your future



National Sheep Association

Person Specification

- Strong sales or closely related experience
- Ability to turn initial contacts into membership subscriptions
- Good communication skills, particularly with sheep farming fraternity
- Enthusiastic and outgoing nature
- Understanding of and previous experience in the agricultural industry
- Creative thinker and ability to enthuse others
- Eye for detail in creating eye catching literature and display set up
- Willingness to move/load/erect display material
- Ability to deliver projects alone while being a good team player
- Basic IT skills and ability to record and analyse information
- Full driving licence and willing to travel

Application process: Please send a completed application form (see below), your CV and a covering letter to NSA, The Sheep Centre, Malvern, Worcestershire, WR13 6PH or julie@nationalsheep.org.uk by end of play on **Wednesday 19th October** 2016. For more information please email us or call 01684 892661. Interviews will be held on Friday 28th October.



National Sheep Association
Application Form for NSA Recruitment Officer
PRIVATE AND CONFIDENTIAL

Please return this form, with your CV and a covering letter, to the National Sheep Association
The Sheep Centre, Malvern, WR13 6PH or julie@nationalsheep.org.uk.

Full Name			
Title	Mr/Mrs/Miss/Other		
Address			
Email Address			
Telephone number(s)			
NI number			
Do you hold a current driving licence?		How many points do you have on your licence?	
Are there any restrictions on you taking up employment in the UK?			

EDUCATION HISTORY (include schools, colleges and university, and qualifications gained)

--

EMPLOYMENT HISTORY

Name and address of employer	Job title	Duties	Salary / rate of pay	Reason for leaving
Notice required in current post (if applicable)				
Other employment				



National Sheep Association

REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.	
1.	2.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.	
--	--

DECLARATION (Please read this carefully before signing this application)

<p>1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.</p> <p>2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.</p> <p>3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.</p> <p>Signed Date</p>
--