

VACANCY

Membership Recruitment Officer

Position Description

This is a volunteer position.

Your role:

- To encourage new people to join Gecko
- To assist in the process of welcoming new members
- To help engage better with existing members so they become active volunteers
- To assist in further development of member recruitment strategies
- To maintain membership records and databases

Your reward!

- Meeting lots of great people
- Satisfaction in contributing to the growth of Gecko

Hours: Approx. half a day per week

Supervision:

You will be supported by Gecko's Manager.

The job:

- Implement member recruitment strategies
- Promote widely the benefits of membership of Gecko
- Possible visits/presentations to groups to make personal contact with potential members

Ideal skills and qualities required:

- Open and people friendly personality
- Good communication skills
- Some experience of engaging with people of all ages
- Basic administrative ability
- Understanding and commitment to Gecko's aims and objectives and an ability to "sell" Gecko.