

April 2008
Our Ref: HR/ES

Dear Enquirer,

MEMBERSHIP RECRUITERS

Thank you for your enquiry concerning the above posts. Please find enclosed an Information Pack with further details about the Trust and the job as well as an Application Form and Equal Opportunities Monitoring Form. You can find out more about the Trust at our website www.warwickshire-wildlife-trust.org.uk

Membership Recruiters are responsible to the Membership Manager for carrying out the door-to-door recruitment of members. The method used is a very 'soft-sell' approach over two visits, involving a friendly and tactful attitude at all times. This method aims to find out those people who are genuinely interested in the environment, and then give them a series of offers.

The post is based at Brandon Marsh Nature Centre, Brandon Lane, Coventry CV3 3GW. Please return your application form within 3 weeks and we will contact you to arrange an interview. If you do not hear from us then please assume that your application was unsuccessful. However I would like to thank you in advance for your interest in the post and for taking the time to apply.

I look forward to receiving your completed Application and Equal Opportunity Monitoring Form.

Yours sincerely,

Elaine Skates
Membership Manager.

Brandon Marsh Nature Centre, Brandon Lane, Coventry CV3 3GW Telephone 024 7630 2912
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