

CPRE Hampshire  
Winnall Community Centre  
Garbett Road  
Winchester  
SO23 0NY



Tel: 01962 841897

Email: [info@cprehampshire.org.uk](mailto:info@cprehampshire.org.uk)

Dear Applicant

**Re: Part-Time Membership and Volunteer Coordinator**

Thank you for your interest in the above freelance post.

To apply for the post, please send your CV and a covering letter by email to [chair@cprehampshire.org.uk](mailto:chair@cprehampshire.org.uk). If you would like an informal chat about the job or have any queries, please ring Dee Haas on 07831 325461.

In your covering letter we should like you to consider the following: "What are the main issues affecting membership and volunteering at CPRE Hampshire?" - can you please demonstrate how your skills and experience would help the charity in addressing these?

The deadline for **receipt** of completed applications is **4pm Wednesday 17<sup>th</sup> June 2020**.

There will be two interviews. The first interview, to be held remotely by Microsoft Teams will be on **Wednesday 24<sup>th</sup> June or Thursday 25<sup>th</sup> June**. There will be a further interview for shortlisted candidates held in person at CPRE Hampshire's Office (using strict social distancing measures) on **Wednesday July 1<sup>st</sup> 2020**.

We regret that it is not possible for us to acknowledge receipt of all applications due to limited staffing resources.

Applicants are advised that short-listing will be completed soon after the closing date and those candidates chosen for first interview will be contacted as soon as possible. Unfortunately, due to limited resources it is not possible for us to provide feedback on applications that are not shortlisted for interview. Therefore, please be aware that, if you have not heard from us within a week after the closing deadline, you should assume that your application has been unsuccessful on this occasion.

Thank you again for the interest you have shown in CPRE Hampshire and our best wishes for the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dee Haas'.

Dee Haas  
Chair