

Membership and Volunteer Coordinator

- Freelance Part-Time, flexible office/home based, approx. 16 hours per week
- Volunteer Coordination
- Membership support

CPRE Hampshire, the countryside charity, is searching for a membership and volunteer coordinator. This person should have initiative, people skills, and attention to detail together with a passion for the countryside. We are looking for a self-starting energetic people-person with good administration skills. Based in Winchester, you will report directly to the Chair of the Board of Trustees.

About Us

[CPRE Hampshire](#) is a busy part of the National network of [CPRE](#), The Countryside Charity. The charity's history of campaigning for the countryside stretches back over 90 years and the Hampshire Branch has been a registered charity for over 50 years.

While the origins of our charity derive from concerns to protect England's countryside, we have always been keen to promote good development in the right places, providing better ways to create affordable places to live in rural communities and cities with good quality, sustainable design. Our vision is to allow easy access to countryside and green spaces for everyone to enjoy.

We're passionate about making the countryside a better place for everyone to live, work and enjoy. To achieve this, we also campaign for better use of Brownfield land, for dark skies, tranquillity and against fly tipping and litter. Currently, we are campaigning particularly for better recognition of the benefits of the countryside for everyone, wherever they live and we are focussing on the creation of a Green Belt in South Hampshire.

We have over 2,000 members across the county and rely heavily on the fantastic support of our loyal volunteers who help us in all areas of our organisation and we could not provide the services we do without them. This paid role will be key to the successful management of both our valued members and volunteers.

CPRE Hampshire is run by a Board of Trustees, made up of volunteers with different skills and responsibilities. At present we employ a freelance Communications Officer who handles all the communications associated with our activities and a freelance Events Manager organising our biennial Countryside Awards and other fundraising events. **This new role would be an important part of the team.**

About the Job

There are two elements of this role, both require similar approaches and skills.

1) Membership Support

You would be responsible for supporting the membership, currently at just over 2,000, communicating with members, managing data and encouraging new people to join.

- Being the main point of contact for membership enquiries
- Sending welcome information to new members
- Encouraging member involvement with activities and campaigns
- Admin tasks to support the membership such as sending out AGM papers, appeals, sending out newsletters, booking halls for events etc
- Helping to organise social and fundraising events for members, booking venues etc
- Controlling stocks of literature and membership forms and arranging reprints

- Maintaining a membership database in association with the National CPRE
- Running the 500 club (a member based fundraising club) and Christmas card sales with the help of volunteers
- Helping to develop activities to increase membership
- Giving regular membership reports to the trustees

What you will need;

- An interest in the countryside and environmental issues
- Good organisational skills and attention to detail
- A working knowledge of Data Protection/GDPR
- Some previous experience of using a database or CRM system
- Happy carrying out tasks independently and as part of a team
- Good written and verbal communication skills

2) Volunteer Coordination

You would also be responsible for developing volunteering in the organisation by maintaining and supporting our existing volunteers as well as recruiting new volunteers. We are searching for a candidate with strong interpersonal and communication skills and the ability to inspire people to volunteer.

- Creating a positive environment and recognising volunteers for their contribution
- Identifying and implementing programmes for volunteers to support our work
- Planning and delivering initiatives to attract new volunteers
- Being the first point of contact for volunteer enquiries
- Using our new National online volunteer management system (Assemble)
- Organising volunteer recruitment, training and induction
- Organising volunteer rotas and attendance at events

What you will need;

- Previous experience of being a volunteer or supporting volunteers
- A friendly personality and an ability to relate to people from different backgrounds
- Good organisational skills and confidence to use online systems
- Happy carrying out tasks independently and as part of a team
- Good written and verbal communication skills
- Have Internet at home and be confident using all common office programmes

Remuneration

Rate of pay; £15.00 per hour

This is a part-time freelance post. We expect it to take an average of 16 hours per week but flexibility may be needed for example during periods running up to an event and some weekend working will be necessary.

You would be based in our office in Winnall, Winchester but home working will be possible, and you will be supplied with a laptop. You may find that some lone working is necessary, and you should be comfortable with working on your own, either in the office or at home.