

Volunteer Role Profile

Volunteer Role	Regional secretary
Volunteer Manager	Regional chair
Where you will be based	Community

Why we want you

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience you can make a real difference and be a central part of a friendly and passionate charity.

As secretary you'll help to organise the collaboration of local CPRE charities on a regional level by providing administrative support.

We're ideally looking for volunteers with previous secretarial experience, preferably in the charitable sector, and a passion for environmental and countryside issues.

What you will be doing

- Supporting the administration of all aspects of regional collaboration
- Organising meetings, preparing supporting papers and recording minutes and actions
- Undertaking correspondence with national CPRE, regional groups, local CPREs and partner organisations
- Being an active member of the regional executive committee
- Advising on good practice, statutory procedures and governance
- Contributing to the development of governance documentation
- Being a positive advocate for CPRE and encouraging others to support our work
- Safeguarding the good name and values of our charity
- We ask that all trustees are, or are willing to become, members of CPRE

The skills you need

- A commitment to CPRE policies, campaigns and initiatives
- Excellent organisational and secretarial skills
- Previous experience in a secretarial role - paid or voluntary
- Attention to detail and ability to carry out tasks to deadlines
- Good written and verbal communication skills
- Have access to a computer and the internet at home and be confident using it
- Be able to commit to volunteering regularly to suit your availability

- including attendance at meetings
- Happy carrying out tasks independently and as part of a team

What's in it for you

- Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- Get involved with events and workshops on a local and national level, including the annual CPRE conference
- The opportunity to attend a volunteer induction day at CPRE's national office in London or a regional centre
- We provide out-of-pocket travel expenses