

Volunteer Role Profile

Volunteer Role

Network Assembly Coordinator

Volunteer Manager

Director of Volunteering and Partnerships

Where you will be based

Community

Why we want you

CPRE is England's countryside charity and we believe the countryside is for everyone and that a thriving, beautiful countryside rich in nature plays a crucial role in the nation's response to unbridled development and the climate emergency.

The Network Assembly provides the opportunity for all CPREs to work together effectively to fulfil our charitable objectives and deliver our strategy.

As someone with good organisational and administrative skills combined with tact, diplomacy, and an ability to build good relationships, you will be making a significant contribution to the successful working of the Network Assembly

What you will be doing

- Working with the Chair to effectively plan and organise Network Assembly meetings
- Circulating agendas and supporting papers, and taking minutes
- Liaising with local and national CPREs and other key stakeholders on potential topics for meeting agendas
- Liaising with national CPRE in arranging logistics for the Assembly meetings
- Contributing to the development of procedures and systems to support the effective working of the Assembly

The skills you need

- Strong administrative and organisational skills
- Excellent written and verbal communication skills
- Good interpersonal skills and the ability to build trusted relationships
- Ability to act with tact, discretion, and diplomacy
- A flexible and practical approach
- Ability to take the initiative

What's in it for you

- The use of your skills and experience to contribute to the success of CPRE
- The opportunity to work with a range of people who will be influential in shaping and advising on key matters for CPRE

- Enhancing your CV by developing new skills and gaining valuable experience
- Support to help you develop and relevant training in your volunteering role
- We will provide a reference for any future work or volunteering
- Get involved with social events and workshops on a local and national level, including online and face to face events, workshops and conferences
- Online volunteer induction session and the opportunity to visit CPRE offices in London or a regional centre