

Volunteer Role Profile

Volunteer Role

Volunteer Manager

Where you will be based

Membership contact

Secretary

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.

As membership contact, you'll be the main point of enquiries for current and new members. You'll ensure the smooth administration of membership services and keep our records up to date.

We're ideally looking for volunteers with some experience in administration and customer service. Please look at our other opportunities to find one that's right for you.

What you will be doing

- Being the main point of contact for membership enquiries
- Maintaining a membership database
- Helping to develop activities to increase membership
- Sending welcome information to new members
- Encouraging member involvement with activities and campaigns
- Helping to organise social events for members
- Controlling stocks of literature and membership forms and arranging reprints
- Giving regular membership reports to the trustees

The skills you need

- An interest in the countryside and environmental issues
- Good organisational skills and attention to detail
- Enjoy meeting new people
- 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
- Have access to a computer and the internet at home and be comfortable using them
- Be able to commit to volunteering regularly to suit your availability, with occasional attendance at meetings

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