



CPRE Leicestershire aims to protect the beauty and tranquillity of our rural county and promote a sustainable and living countryside for future generations. To achieve this we take a proactive role on rural issues, working with key partners. We are a branch of a national organisation, the Campaign to Protect Rural England, whose county-based branches campaign throughout England to influence decision making on a range of environmental and land-use issues.

## **CPRE Leicestershire – Volunteer Co-ordinator**

We are seeking to recruit a Volunteer Co-ordinator to lead on recruitment, management and support of members and volunteers. The person appointed will help deliver an effective programme of volunteer recruitment and management that ensures that different roles required as the branch develops are successfully covered.

### **Responsibilities:**

Working with branch trustees and district groups

- Establish, implement and review a branch volunteer strategy
- Help to develop initiatives locally to increase membership and volunteers
- Be the main point of contact for all volunteers and manage the activity of volunteers
- Promote volunteer roles through recruitment and publicity strategies and campaigns
- Liaise with the Branch Chair on advertising through media outlets such as our website, press advertisements and social media
- Identify and organise training for volunteers
- Identify opportunities to talk about our work and volunteering opportunities with CPRE in Leicestershire

CPRE prides itself on taking a holistic approach and recruiting highly committed volunteers. Flexibility in order to work together to achieve organisational priorities is a valued aspect of our culture.

### **The Individual:**

Ideally, we hope that you can offer us most of the following qualities:

- Experience and knowledge of managing and developing people, especially volunteers, who could help to develop a volunteer recruitment strategy for us
- Experience of recruiting and supporting volunteers
- Ability to work in a methodical way and with attention to detail
- Good verbal and written communication skills
- Ability to communicate and work with a wide range of people
- Ability to enthuse and motivate people
- Competence with various IT applications and use of email/internet
- An interest in the countryside

CPRE volunteers are motivated to help for a range of reasons, but normally they have a strong interest in protecting and enhancing the environment, as well as encouraging people to enjoy the countryside and all it has to offer.

Benefits include:

- A great opportunity to use your existing experience and to develop new skills
- Working with others to make a difference both locally and nationally
- The potential to meet and discuss issues with a wide range of like-minded people
- Opportunities to attend local and national CPRE activities, events and workshops

The role is voluntary although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteers Policy.

**Other information:**

**Time Commitment:**

Variable but approximately 12 hours a month

**Volunteers and Branch Trustees:**

You will work with existing volunteers and branch trustees to organise and manage volunteers in order to increase the capacity and activities of CPRE Leicestershire and its District Groups. You will report to the Branch Committee.

**For more information contact:**

**Tony Stott, Branch Chairman, on 0116 2302715 or via email: [mail@tonystott.net](mailto:mail@tonystott.net)**