



The countryside charity  
Hertfordshire

## **General Office & Administration Volunteer - 4-5 hours per week**

CPRE Hertfordshire is a long-standing and well regarded environmental charity dedicated to protecting, promoting and enhancing the Hertfordshire countryside for everyone's benefit.

We are seeking a highly experienced part-time Office & Administration Volunteer to help our Office Manager. We operate out of a small office situated in the heart of Welwyn village with easy access to the local shops and free parking. Typically we have between 1 and 4 team members in the office at any one time, with the rest of our team working remotely.

We anticipate the role will require about 4-5 hours per week, preferably on a Thursday but we can be flexible about this. Most of the tasks will be performed in our office; if you wish, some of the research tasks (see below) could be done either in the office or remotely from your home.

### **What will you be doing?**

You will apply your experience and judgement in helping out with a wide variety of tasks within our programme of communications, marketing and publicity activities. These will include updating Excel-based spreadsheets and distribution lists, planning and coordinating arrangements for meetings and events, drafting social media posts to help publicise our events and boost our merchandise sales, and assembling and posting merchandise orders.

We produce regular newsletters to keep our charity's members and supporters updated on our activities, and this role will also help with the production of these.

Another key part of the role is conducting online research on a range of local topics. These might include researching upcoming external events / local fetes at which our charity may wish to have a presence, identifying local community or campaign groups with whom we may wish to make contact or share social media posts, researching possible guest speakers for our events, searching for new outlets for our merchandise sales, and similar.

### **What are we looking for?**

You must have a minimum of 3 years' recent professional experience in Office Administration or Office Management, ideally in a marketing context. You should also have:

- strong computer skills using the Microsoft Office suite of applications, including Excel, Word, Sharepoint and Outlook
- experience using Canva desirable but training can be provided
- close attention to detail and be well-organised
- the ability to work on your own initiative
- a willingness to pitch in and help with whatever needs doing at any given time
- the ability to commit to a regular volunteering schedule
- an interest in the countryside and environmental issues

## **What difference will you make?**

At CPRE Hertfordshire we want to encourage everyone to connect with the countryside and value and enjoy it. As part of our Volunteer Team you will be playing a vital role in our core work of protecting and promoting the countryside and the environment for everyone's benefit. You will gain the satisfaction of knowing you have helped make a difference.

## **What's in it for the volunteer?**

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. Some of our existing volunteers have been with us for many years. Why do they volunteer with us and what might you get out of it?

- Be part of a well-respected environmental charity.
- Volunteer alongside others who are passionate about the countryside, nature and the environment.
- Make a real difference for a cause that you care about.
- Be part of a small and friendly team and meet like-minded people
- Enhance your CV by developing new skills and gaining valuable experience
- We will support you in your role and provide you with relevant training
- Participate in local and national CPRE training and events.
- The opportunity to learn about various issues facing the countryside, should you wish to become more involved in our work

For more information or to apply please contact Gill at [volunteering@cpreherts.org.uk](mailto:volunteering@cpreherts.org.uk)