

Events Assistant – Volunteer Role

Flexible, based out in the community around Hertfordshire, ad-hoc

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 now recruiting for several part-time volunteers to join our team. As a charity, we regularly attend external community events and host our own events in order to raise broader awareness of CPRE Hertfordshire and engage new audiences with our mission. We are looking for several additional volunteers to help with these events.

What will you be doing?

Together with other CPRE Hertfordshire staff and volunteers, you will be providing general help "on the day" – typically at our stall or table - at events in or near your local area. For some events, you may also be involved in promoting the event beforehand.

Specifically, you will be:

- Attending a variety of events to engage our supporters and the public, raise awareness of our mission, and make connections with potential new members and volunteers
- Providing a warm welcome and engaging people with our work
- Helping to respond to enquiries, expressions of interest, and offers to help
- Offering our informational material, and encouraging people to sign up for our newsletter and to buy our merchandise
- Setting up on the day and/or taking down afterwards
- Ensuring the necessary risk assessments are carried out and documented
- Supporting the marketing and promotion of events in your local area, for example, by posting flyers or sharing CPRE Hertfordshire social media posts to local groups

What are we looking for?

It would be helpful if you have experience attending events on behalf of an organisation or charity, however we will be providing training and support, and we welcome volunteers who have a keen interest in supporting events but who may not have done so before. We are looking for people who have:

- An interest in the countryside and environmental issues
- A friendly and enthusiastic personality and enjoy talking with people



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- Good organisational and communication skills
- A flexible attitude and happy to volunteer outdoors at times
- Happy carrying out tasks independently and as part of a team
- Access to a computer and the internet at home and be comfortable using them

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 Events Team, you will be playing a vital role in our core work of informing people about our organisation, providing the essential community work needed to keep people engaged with and informed of our mission, recruiting new supporters and meeting with potential new members.

What's in it for the volunteer?

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

- Use your skills and experience to make a positive difference to the countryside
- Have the satisfaction of making a real difference
- Learn new skills and gain knowledge and experience in a new area
- Have some variety from your regular work or routine
- Meet like-minded people and enjoy being part of a team
- We'll support you to develop in your volunteering role and provide relevant training
- Get involved with events and workshops on a local and national level, including induction sessions
- The opportunity to learn about various issues facing the countryside, should you wish to become more involved in our work
- We can give you a reference for your future work or volunteering

For more information or to apply please contact us at volunteering@cpreherts.org.uk