31a Church Street
Welwyn
HERTS AL6 9LW
www.cpreherts.org.uk
office@cpreherts.org.uk
01438 717587
Standing up for Hertfordshire's countryside

Office and Administration Volunteer

4-5 hours per week, in our office in Welwyn village, Hertfordshire

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 organised and experienced administration volunteer to provide practical support to our small and friendly team.

This role would suit someone recently retired from an Executive Assistant, Office Manager or Senior Administration role who would enjoy using their professional skills to support a local environmental charity.

What will you be doing?

- Supporting day-to-day office administration
- Maintaining records, databases and spreadsheets
- Coordinating meetings and events
- Assisting with newsletters and member communications
- Processing merchandise orders
- Conducting online research projects
- Providing administrative support for campaigns and projects

What are we looking for?

- Recent professional experience in office administration or executive support
- Strong Microsoft Office skills
- Excellent organisational skills
- High attention to detail
- Ability to work independently
- A reliable commitment to regular volunteering

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 and you will gain the satisfaction of knowing you have helped make a difference.

Campaign to Protect Rural England Hertfordshire

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 might you get out of it?

- Be part of a well-respected environmental charity and learn about issues facing the countryside
- 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
- We will provide an induction and support you in your role
- The opportunity to participate in local and national CPRE training and events

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

The Hertfordshire countryside is wonderful - help us look after it.