

## **Voluntary post: Trustee - Volunteer Management**

Do you love Bedfordshire's countryside? Join our friendly team as a trustee and help us to build the effectiveness of this well-respected local countryside charity.

We are looking for someone to join our Executive Committee as a trustee, to help us improve the way we recruit and manage volunteers. Volunteers are crucial to our work, and this role would involve working with our branch staff member and volunteers to develop our approach to volunteer recruitment and management.

Volunteers are the lifeblood of our organisation. Your input will help us become better at protecting Bedfordshire's countryside and make a difference to communities and wildlife across the county.

You would also actively contribute to our Executive Committee meeting every two months, which gives firm strategic direction to the organisation, sets overall policy, defines goals, sets targets and evaluates performance.

This is an important time for CPRE Bedfordshire. In 2017, the branch will be 30 years old, and in that time the branch has evolved into a respected local environmental organisation with a voice on local planning issues.

Over the next few years we would like to become better at taking opportunities to raise our profile, build membership and actively campaign. Can you help us do this?

### **Person description**

We hope that you have a background or expertise that you can bring to the team to help us improve our approach to volunteer management. In particular, some professional experience of HR or general management or similar would be valued. We would also hope that you have the following capabilities:

- excellent organisational skills
- good written and verbal communication skills
- ability to work as a team member with a group of committed volunteers
- competence with IT and social media (or willingness to learn)
- an interest in the countryside.

### **What's in it for you?**

This is an excellent opportunity to play a senior role in a respected local environmental organisation, applying your skills and experience to make a real difference and to be part of a friendly and passionate group. Benefits include:

- A great opportunity to use your background and to develop new skills
- Working with others to make a difference locally
- Being part of the national CPRE network, with opportunities to attend national and regional CPRE activities, events and workshops

**Time commitment**

This role is mainly home-based, with the option of using our branch office in Bedford. The time commitment each week is flexible - plus attendance at executive committee meetings every two months.

**Further information**

If you would like further information about this role, please email [nicola.scholfield@cprebeds.org.uk](mailto:nicola.scholfield@cprebeds.org.uk) or phone on 01234 353331 (office is open most Mondays and Thursdays, otherwise please leave a message and we'll return your call.)

To apply for this role, please send a CV and covering letter to our chair, Gerry Sansom, at [gerry.sansom@cprebeds.org.uk](mailto:gerry.sansom@cprebeds.org.uk).