

CPRE Bedfordshire Branch Manager

Hours of work: 17 hours per week, mainly from our Bedford office.

Salary: Annual salary circa £11,000 for 17 hours per week, plus contributory (2.0%) pension scheme.

Reports to: The Branch chair, or whichever Trustee may from time to time be deputed by the Executive Committee, as line manager.

Purpose of the Role: The Bedfordshire Branch of the Campaign to Protect Rural England (CPRE Bedfordshire) is looking for a dynamic, capable and enthusiastic person to run our local environmental charity, raising its profile, supporting its team of dedicated volunteers and promoting its campaigns and activities.

About Us: CPRE Bedfordshire works to protect, shape and enhance our local countryside for everyone to value and enjoy. We run the Living Countryside Awards every two years to recognise people who are making a positive contribution to our local environment. We are a local branch of the national CPRE charity.

CPRE Bedfordshire is supported by a team of around twenty volunteers, who work either from home or from the office in Bedford.

The role is wide-ranging, varied and flexible. It is an opportunity to play a central and crucial role in a respected local environmental organisation, working alongside a group of committed and highly capable volunteers, to make a difference to the countryside and natural environment of Bedfordshire.

KEY RESPONSIBILITIES:

The role is carried out with the support and help of Branch volunteers.

Campaigning:

- Identify, support and drive forward Branch campaign objectives.
- Attend national and regional CPRE events/workshops and initiate Branch engagement with national CPRE campaigns where appropriate.
- Engage with a range of stakeholders such as MPs, local media, local residents' groups and local councillors as required.

Fundraising and membership:

- Prepare and present bids for grants from trusts and other potential donors.
- Implement ideas to grow membership of CPRE.
- Organise and deliver community-based fundraising events.

Raising the Branch's profile:

- Deliver regular communications from the Branch, including its newsletter, website updates and email bulletins.
- Grow CPRE Bedfordshire's profile on social media channels including Twitter, Facebook and Instagram.

- Oversee the production of promotional materials and creative content to promote the work and campaigns of CPRE Bedfordshire.
- Build relationships with local media and other local networks to raise the profile of CPRE Bedfordshire and its work.
- Organise events and activities such as stalls, workshops and talks to local groups.
- Manage CPRE Bedfordshire's high-profile Living Countryside Awards scheme every two years, including a prestigious awards ceremony, to ensure the scheme's continued success.

Charity management:

- Ensure that the office is effectively managed and that efficient systems are in use.
- Recruit, support and manage volunteers to develop the work of the Branch and its activities.
- Manage the membership database and support existing members.
- Ensure that communications are responded to and that liaison is maintained with National Office, other CPRE Branches and relevant organisations.
- Develop and implement Branch plans, working closely with the Board of Trustees and other volunteers.
- Attend the Executive meetings, which are up to eight times a year, and the Branch AGM, advising the Board of Trustees on relevant matters which require consideration.
- Assist members of the Executive Committee in keeping accounts, preparing budgets, organising the AGM and on other tasks relating to governance of the charity or implementation of Charity Commission requirements.

PERSONAL QUALITIES REQUIRED:

1. Excellent written and verbal communication and networking skills, able to promote our campaigns, events and activities effectively to a wide range of people across Bedfordshire.
2. The ability to work independently, be highly organised, manage your time well and work on your own initiative.
3. Excellent interpersonal skills, and the ability to motivate and enthuse people.
4. Campaigns or marketing experience, or similar.
5. Event management experience, or similar.
6. Volunteer management experience, or similar.
7. An understanding of and commitment to CPRE's objectives and environmental sustainability.
8. Proficient user of IT, including MS Office and social media.
9. Willingness to undertake occasional evening and weekend activities.
10. Have own transport and current driving licence and be willing to travel within and occasionally outside Bedfordshire.

To apply please send a cover letter and your CV to gerry.sansom@cprebeds.org.uk by **10 September 2017**.

In your letter, please explain why you would like the job and set out how your experience and skills make you suitable for the role.

Interviews will take place on 25th September 2017 at the Bedford office. Shortlisted applicants will be invited to prepare a short exercise beforehand.