

Volunteer Role Profile

Volunteer Role	Volunteer coordinator
Volunteer Manager	Chair
Where you will be based	Community

Why we want you

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience, you can make a real difference and be a central part of a friendly and passionate charity.

As volunteer coordinator, you'll ensure volunteers feel valued and can develop in their role. You'll help us to achieve our vision by attracting new volunteers and increasing the diversity of roles we offer.

Understanding the support needs of volunteers is an important part of this role. Previous experience in supporting and coordinating groups of people (whether in a paid or voluntary capacity) is of benefit but not essential.

If you're not sure if this role is for you, please do look at our other opportunities to find one that's right for you.

What you will be doing

- Creating a positive environment and recognising volunteers for their contribution
- Identifying and implementing new volunteering programmes
- Attracting new volunteers to support our work
- Being the first point of contact for volunteer enquiries
- Using our online volunteer management system (Assemble)
- Organising volunteer recruitment, training and induction
- Organising volunteer rotas and attendance at events

The skills you need

- An interest in the countryside and environmental issues
- Previous experience of being a volunteer or supporting volunteers
- A friendly personality and an ability to relate to people from different backgrounds
- Good organisational skills and confidence to use online systems
- Happy carrying out tasks independently and as part of a team
- Good written and verbal communication skills
- Have access to a computer and the internet at home and be confident using them

- Be able to commit to volunteering regularly to suit your availability with occasional attendance at meetings

What's in it for you

- Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- Get involved with events and workshops on a local and national level, including the annual CPRE conference
- The opportunity to attend a volunteer induction day at CPRE's national office in London or a regional centre
- We provide out-of-pocket travel expenses