



The countryside charity
Northamptonshire

Volunteer Role Profile

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| Volunteer Role | Events co-ordinator volunteer |
| Volunteer Manager | Chair |
| Where you will be based | Community |

Why we need volunteers

Volunteers with CPRE form an essential support structure that enables our organisation to achieve its goal of promoting and enhancing a better future for our countryside. By volunteering with CPRE Northamptonshire you will become an integral part of the team that is striving to achieve its objectives.

We are ideally looking for volunteers with an interest in the Northamptonshire countryside and its rural environment.

What your role will entail

- To organise and set up functions, events and presentations on behalf of our organisation
- To liaise with invited guests, dignitaries, including local councillors
- To monitor invitations and organise catering requirements
- To establish suitable venues, negotiate rates and book venues

The skills you will need

- Previous experience in engagement and event management is desirable but not essential
- An interest in the countryside and environmental issues
- Motivation to carry out tasks independently and as part of a team
- Good written and verbal communication skills
- To be computer literate and have access to a computer and the internet at home
- To be able to commit to volunteering regularly to suit your availability

What you will get from being a volunteer

- Use your skills and experience to contribute to the success of our organisation and make a positive difference to the countryside
- Enhance your CV by developing new skills and gaining valuable experience. You will receive training that can be used for a future employment role, with the opportunity to attend a volunteer induction day at CPRE's National Office in London
- We'll give you a reference for your future work or volunteering
- We provide out-of-pocket travel expenses

If you are interested in applying for this volunteer role, or have any questions about volunteering with CPRE Northamptonshire, please contact us by email:

info@cprenorthants.org.uk or by phone: 07962 180790