



The countryside charity
Leicestershire

Branch Administrator - CPRE Leicestershire, the countryside charity

We are CPRE Leicestershire, the countryside charity. We want a thriving, beautiful countryside for everyone. We believe in countryside and green spaces that are accessible to all, rich in nature and playing a crucial role in responding to the climate emergency. We want developments which are well designed and provide the 'Right Housing in the Right Places' and put greater weight on the protection of our valuable countryside assets.

We are involved in many activities including addressing consultations across the City and county. Recent examples include consultations on the Charnwood, Leicester City, Blaby, Hinckley and Bosworth and North West Leicestershire Local Plans as well as on Leicester City Transport Plan, the Leicester and Leicestershire Strategic Transport Priorities and the Hinckley Rail Freight Interchange Terminal. The Branch is also launching a Vision for Leicester and Leicestershire that sets out how to enhance and protect its countryside.

We now have an opportunity for a **Branch Administrator** to assist in providing effective administration for the branch. This is a freelance role working with the Branch Chair, Treasurer and the other Trustees.

Duties involve:

- Dealing with the branch email account (via Google mail), including assessing content and forwarding to Trustees. Compiling acknowledgements for all emails received
- Agenda setting for Branch meetings in liaison with the Chair
- Collating and circulating papers for Branch meetings to all attendees
- Minuting Branch meetings then typing up minutes and sharing with Chair for approval (please note all meetings are currently held via Zoom)
- Regular contact with the Chair to discuss all Branch matters
- Other admin duties may include (although this is not an exhaustive list)
 - Preparation of draft Annual Report
 - Preparation for Annual General meeting
 - Preparation of newsletter
 - Have a proficient understanding of how to create meetings via Zoom
 - Understanding of DropBox (or similar storage system)
 - Emailing information to members and contacts using blind copying
 - Occasional venue booking (e.g. negotiating price, reviewing venue etc)
 - Keeping all contact lists up to date
 - Dealing with queries from National Office, members and members of the public
 - Contact with other Branches within the UK
- Attend ad-hoc meetings and training sessions organised by National Office
- Contributing to the smooth running of the Branch
- Contributing to the Branch Vision
- Being an advocate for CPRE Leicestershire.

Hours of work and fees

It is estimated that this role will take 2-4 hours per week, with preparation and attendance at approximately 2 zoom meetings per month as well as the Annual General meeting. You may also be required to attend extra ad-hoc meetings on 'an as and when required basis'.

Fees for the work will be paid at the rate of **£12:50p per hour**. You will be expected to keep a track of the hours you have worked and invoice the Chair and Treasurer at the end of each month. Payment will then be made by cheque within 14 days of receipt of your invoice. Most of the work will be from home and as a freelancer you will be responsible for all your income tax, NI and/or other payments in connection with fees paid for your work.

What we need from you:

This is an excellent opportunity to play a key role in a respected local countryside organisation by applying your administrative skills to make a real difference to a friendly and passionate group.

Ideally, we hope that you can offer us most of the qualities described below:

- An interest in the countryside
- Excellent organisational and administrative skills
- Good attention to detail
- Good written and verbal communication skills
- Ability to work as a team member with a group of committed volunteers
- Competence with IT including word processing, email, internet and databases
- Willingness to drive to occasional meetings held within Leicestershire

What's in it for you

- Use your skills and experience to contribute to the success of the charity
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- Get involved with social events and workshops on a local and national level, including the annual national CPRE conference
- The opportunity to attend an induction meeting organised by CPRE's national office (held via Zoom).

How to Apply

If you are interested in this role, please email Jill Prior at info@cpreleicestershire.org.uk enclosing an introductory letter and a copy of your CV. Please also supply 2 referees who you would be agreeable to us contacting prior to interview.

If you would like an informal chat about the role please email info@cpreleicestershire.org.uk with a preferred telephone number and one of our Trustees will be happy to contact you.

No Agencies please.

For more information about the work of CPRE Leicestershire visit our website: <https://www.cpreleicestershire.org.uk/>

Closing Date: 16 September 2024

Interview date: *(date to be confirmed)*

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