

Volunteer Role: Administrative Officer

CPRE London is a charity that fights to protect London's green spaces. By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. You'll make a real difference and be a central part of a friendly and passionate charity.



Role Description

Part time/flexible opportunity at CPRE London who are seeking a volunteer with experience of managing an office, utilising strong administrative skills, systematic organisational abilities, with good written and verbal communication skills to support the London Team and Director with our campaigns and causes.

Reports to: Director

Purpose of role: What you will be doing

The Director leads the London office with 3-4 employed staff and a team of volunteers. The Administrative Officer provides effective and efficient operation and administration for CPRE London. The role covers managing a variety of organisational tasks, administrative and some IT support to facilitate the work of staff, volunteers and members.

Duties may include but are not limited to:

- Manage and improve the smooth and efficient operation of office systems including by:
 - Ensuring office administrative systems are up to date and fit for purpose,
 - Streamline office operations seeking ways to utilise time management tools
 - Ensuring all office equipment, including phones, computers, and printers, are well maintained and in working order
- Assisting with Trustee meetings and other meetings as necessary, including:

- Information sharing and distribution of required paperwork,
- meeting/room bookings,
- clerking/minute taking, circulation and follow up on actions
- liaising with Trustees, other staff and volunteers
- Liaise with the landlord to ensure the office space provides a conducive environment for the well-being of staff and volunteers.
- Undertake any additional duties in line with the purpose of the role as requested by the Director

Skills and experience

Preferably with 3 or more years' office management or executive PA experience with the following attributes:

- Good organisational skills and administrative experience
- Competent IT skills, capable use of Microsoft 365 suite of Office programs
- Attention to detail
- Adept at prioritisation
- Skilled communicator who can vary modes of communication to best fit the purpose
- A flexible and 'can-do' attitude
- Self-starter with an ability to work independently and as part of a team
- An interest in environmental issues and enthusiasm for helping further CPRE London's work
- With further experience at CPRE, there may be opportunities to provide advice and guidance to more junior volunteers and identify options for and maybe introduce procedural improvements.

Working pattern

Hours: between 7-14 hours per week

Location: Hybrid – London office based with some home working

Pattern: delivery can be flexible but availability on Mondays, Tuesdays or Thursdays (the Director's working days) would be beneficial.

Direct link to application form

<https://volunteer.cpre.org.uk/opportunities/72050-admin-volunteer-office-manager-administrator-london-2024-09-03>