

# Volunteer Role Profile

Volunteer Role	<b>Events coordinator</b>
Volunteer Manager	<b>Chair</b>
Where you will be based	<b>Community</b>

## 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.

Events coordinators organise awareness raising activities, often with a fundraising aspect, to engage our supporters and encourage new ones.

We're ideally looking for volunteers with some experience in organising events. Please look at our other opportunities to find one that's just right for you.

## What you will be doing

- Running a variety of events and activities to engage our supporters and the general public
- Supporting the marketing and promotion of events in the local area
- Helping to deal with any enquiries or offers of help
- Planning and organising any required resources and suppliers
- Setting up on the day and tidying up afterwards
- Overseeing the activities and supervising any helpers
- Providing a warm welcome and engaging people with our work
- Ensuring the necessary risk assessments are carried out and documented
- Liaising with teams at National CPRE for joint initiatives

## The skills you need

- An interest in the countryside and environmental issues
- Some experience of organising events
- A friendly and enthusiastic personality
- Good organisational and communication skills
- A flexible attitude and happy to volunteer outdoors at times
- Happy carrying out tasks independently and as part of a team
- Access to a computer and the internet at home and be comfortable using them
- Be able to commit to volunteering regularly to suit your availability with occasional attendance at meetings

## **What's in it for you**

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