

Flex your IT skills and systems knowledge through this part-time, hybrid opportunity to support CPRE London's focus on environmental issues.

What will you be doing?

Who are we?

At CPRE London we campaign to save and promote green spaces in Greater London and make London a better, greener and healthier place for everyone to live in, work in and enjoy.

We are part of the national network of CPRE, the countryside charity.

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.

Reports to: Director

Key Areas of Responsibility

- Ensure office and computer systems are up to date and fit for purpose
- Provide basic IT support for staff, including ensuring regular data backups.
- Help strengthen data protection systems.
- Ensure all office equipment, including computers, and printers, are well maintained and in working order

Time commitment – 1-2 days (~7-15 hours) a week; 8 weeks minimum

Location – This role is home-based (with an option to work from our Farringdon office regularly if wished), but occasional presence at the office will be required to fulfil job duties

What are we looking for?

Skills / Experience:

Essential (E) or Desirable(D). Please provide examples or evidence where possible.

- Knowledge and experience in the Microsoft 365 environment including proficiency in Excel and Word (E)
- An interest in environmental issues and enthusiasm for helping further CPRE London's work (E)
- A flexible and 'can-do' attitude (E)

- An ability to work both as part of a team and independently with minimum supervision (E)
- Experience of being an administrator in a Microsoft 365 environment e.g. SharePoint/Azure/Entra/Exchange/M365 Admin Centre (E)

What difference will you make?

Benefits of the role

- The use of your skills and experience to contribute to the success of our charity and make a positive difference in making London a greener city
- The opportunity to meet like-minded people and enjoy being part of a team
- Our support to help you develop in your volunteering role
- The opportunity to enhance your CV by developing additional new skills and experience
- The opportunity to become involved with events and workshops on a local and national level
- We will provide a reference for any future work or volunteering
- We provide out-of-pocket travel expenses