



The
countryside
charity

CPRE East of England and CPRE Cambridgeshire and
Peterborough

We are looking to appoint a part-time Administrator.

CPRE is an established, national, environmental charity working to protect our countryside and ensure that it remains a vibrant place to live, work and enjoy.

Position: Administrator

Location: St Ives, Cambridgeshire

Hours: max 15 per week (flexible)

Salary: negotiable

This is a varied and interesting role which would suit an experienced administrator.

Main duties:

- To act as first point of contact for the public, volunteers and members, dealing with all correspondence
- To maintain records, producing reports as required
- To assist in production of publications
- To effectively manage office administration and effective running of office
- To organise and facilitate meetings and events
- To support Treasurer and deal with day-to-day financial management
- To help support effective governance of the charity

A detailed role description is available on request.

Skills required:

- Good general administration skills, including meeting secretariat skills
- Good IT skills to include use of MS Word, Excel, Publisher and Outlook
- Ability to organise own workload and work with minimal supervision
- Good communication skills
- Experience of organising/facilitating events
- Experience of working in the charity sector with volunteers is an advantage
- Basic financial administration or book-keeping skills an advantage but not essential

For further information or an informal chat contact the current post-holder, Tracey Hipson on 01480 396698 (office@cprecamb.org.uk)

Closing date for applications: Friday 28th February

Registered charity number: 242809