

CPRE Bedfordshire Branch Manager

Hours of work: 17 hours per week, mainly from our Bedford office, with occasional travel to attend meetings.

Salary: Annual salary circa £11,000 for 17 hours per week, plus contributory (2.0%) pension scheme.

Reports to: The Branch chair, or whichever Trustee may from time to time be deputised by the Executive Committee, as line manager.

Purpose of the Role: The Bedfordshire Branch of the Campaign to Protect Rural England (CPRE Bedfordshire) is looking for a dynamic, capable and enthusiastic person to run our local environmental charity, raising its profile, supporting its team of dedicated volunteers and promoting its campaigns and activities.

About Us: CPRE Bedfordshire works to protect, shape and enhance our local countryside for everyone to value and enjoy. We run the Living Countryside Awards every two years to recognise people who are making a positive contribution to our local environment. We are a local branch of the national CPRE charity.

CPRE Bedfordshire is supported by a team of around twenty volunteers, who work either from home or from the office in Bedford.

The role is wide-ranging, varied and flexible. It is an opportunity to play a central and crucial role in a respected local environmental organisation, working alongside a group of committed and highly capable volunteers, to make a difference to the countryside and natural environment of Bedfordshire.

KEY RESPONSIBILITIES:

The role is carried out with the support of two part-time members of staff and the help of Branch volunteers.

Raising the Branch's profile:

- Deliver regular communications from the Branch, including its newsletter, website updates and email bulletins.
- Deliver short presentations and attend talks to raise the profile of the charity
- Grow CPRE Bedfordshire's profile on social media channels including Twitter, Facebook and Instagram.
- Oversee the production of promotional materials and creative content to promote the work and campaigns of CPRE Bedfordshire.
- Further develop relationships with local media and other local networks to raise the profile of CPRE Bedfordshire and its work.
- Organise events, promote and oversee activities such as workshops and stalls.
- Manage CPRE Bedfordshire's high-profile Living Countryside Awards scheme every two years, including a prestigious awards ceremony, to ensure the scheme's continued success.

Fundraising and membership:

- Prepare and present bids for grants from trusts and other potential donors.
- Implement ideas to grow membership of CPRE.
- Organise and deliver community-based fundraising events.

Charity management:

- Ensure that the office is effectively managed and that efficient systems are in use.
- Recruit, support and manage volunteers to develop the work of the Branch and its activities.
- Manage the membership database and support existing members.
- Ensure that communications are responded to and that liaison is maintained with National Office, other CPRE Branches and relevant organisations.
- Develop and implement Branch plans, working closely with the Board of Trustees and other volunteers.
- Attend the Executive meetings, which are up to eight times a year, and the Branch AGM, advising the Board of Trustees on relevant matters which require consideration.
- Assist members of the Executive Committee in keeping accounts, preparing budgets, organising the AGM and on other tasks relating to governance of the charity or implementation of Charity Commission requirements.

Campaigning:

- Identify, support and drive forward Branch campaign objectives.
- Attend national and regional CPRE events/workshops and initiate Branch engagement with national CPRE campaigns where appropriate.
- Engage with a range of stakeholders such as MPs, local media, local residents' groups and local councillors as required.