

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 deputed by the Executive Committee, as line manager.

PERSONAL QUALITIES REQUIRED:

1. Excellent written and verbal communication.
Networking skills, presentation skills and the ability to promote our campaigns, events and activities effectively to a wide range of people across Bedfordshire.
2. The ability to work independently, be highly organised, manage your time well and work on your own initiative.
3. Excellent interpersonal skills, and the ability to motivate and enthuse people.
4. Campaigns or marketing experience, desirable.
5. Event management experience, or similar.
6. Volunteer management experience, or similar.
7. An understanding of and commitment to CPRE's objectives and environmental sustainability.
8. Proficient user of IT, including MS Office and social media.
9. Willingness to undertake occasional evening and weekend activities.
10. An understanding of current GDPR guidelines
11. Have own transport and current driving licence and be willing to travel within and occasionally outside Bedfordshire.

To apply please attach your CV and a covering letter. In your letter, please explain why you would like the job and set out how your experience and skills make you suitable for the role.

Closing date for applications 6th February 2019

Shortlisted applicants will be invited to prepare a short exercise beforehand.

Interviews will be held w/c 11th February 2019