



The countryside charity
Gloucestershire

Registered Office

Community House

15 College Green

Gloucester

GL1 2LZ

info@cpreglos.org.uk
cpreglos.org.uk

CPRE Gloucestershire: Administration Officer - Candidate Briefing Pack

April 2021

Advert

Role: Administration Officer

Reporting to: Director

Hours: 15 hours per week

Salary: £ 20,000 pro rata

Location: Community House, Gloucester and working from home

Annual leave: 25 days pro rata

Pension: NEST

Key Responsibilities

Service Support

1. To act as a first point of contact for callers on the admin/office phone or in person, emails from info@cpreglos.org.uk, answering queries, signposting callers and taking messages
2. To support the CPRE Districts with events and activities
3. To take and distribute minutes at key internal meetings.
4. To manage room and venue bookings for CPRE meetings and events, including catering arrangements
5. To set up zoom meetings
6. To ensure that internal template documentation is up to date and available for use.
7. To ensure that there is an adequate and efficient filing system in place in the office for current and archive documentation.
8. To advise the Director in ensuring that CPRE Gloucestershire is GDPR compliant
9. To ensure all internal charity HR and Governance policies are accurate, relevant and up to date.
10. To maintain effective systems for recording incoming and outgoing post
11. To undertake typing and photocopying as required, for example standardised letters.

CPRE Gloucestershire, Community House, College Green, Gloucester, GL1 2LZ. 01452 309783

www.cpreglos.org.uk
[@CPREGloucs](https://www.instagram.com/CPREGloucs)

Charity Reg. No. 248577

12. Membership – to receive monthly movement reports, update our members list, updating districts monthly. Provide membership reports to the Board. Respond to member queries.
13. Provide admin support for the CPRE Gloucestershire awards
14. Volunteer's admin – volunteer recruitment via Assemble, arranging selection meetings, requesting references, sending out volunteer welcome packs, initial chats with new volunteers, responding to queries from current volunteers
15. New Membership admin –send welcome pack to new members, initial phone calls to welcome them with follow up emails

Human Resources

16. To create an induction pack for new staff and new volunteers
17. To provide admin support and be a first point of contact for existing volunteers/committee/district members
18. To complete DBS paperwork for new staff and volunteers
19. To support CPRE in ensuring a high standard of service delivery

Organisational

20. To take part in all team meetings and internal events
21. To undertake training to develop personal and professional skills
22. undertake any additional duties in line with the purpose of the role as requested by the Director

Person specification

1. Experience of providing administrative support to a team/organisation.
2. Experience of minute taking, report writing and correspondence.
3. Experience of taking calls from the public and being the first point of contact within an organisation.
4. Experience of developing and maintaining administrative systems including CRM's
5. Experience and skills in financial related matters
6. Knowledge and understanding about CPRE and its main aims and objectives.
7. Skills in using all MS Office applications
8. Skills in updating social media platforms and websites.
9. Excellent literacy skills and able to write letters and to proof-read and edit documents to a high level



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10. Ability to work on own initiative and as part of a team.
11. Ability to work confidently and sensitively with members of the public.
12. Experience of working with a database/performance management system including data inputting.
13. Ability to plan and prioritise work and work to deadlines.
14. We are also looking for personal attributes of being flexible, adaptable, personable and able to work alongside different people at differing levels within the organisation.

Useful Info

To apply for the role please submit an up-to-date CV and a covering letter stating why you think you are the person we are looking for to info@cpreglos.org.uk.

Closing Date for applications is 12pm on the 22nd April 2021.

Interviews will be held week commencing 3rd May 2021 held via zoom.