

## Job description

**Job Title: East Midlands Regional Secretary**

**Job Reports to: Chair of CPRE East Midlands Regional Group**

**Job Responsible for: Organisational development and profile enhancement**

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### **Main purpose of job**

To provide secretarial and administrative support to the Regional Chair, Vice Chair and the Regional Group

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### **Responsibilities**

- Working with regional delegates and liaising with the seven CPRE branches in the East Midlands.
- Providing assistance to the Regional Chair and Vice Chair with all general admin and secretarial tasks – including the booking of meeting venues and guest speakers.
- Ensuring that appropriate and efficient admin and communication systems are implemented within the Region and with other CPRE Regions, CPRE branches and National Office in London.
- Organise and attend Regional team and Quarterly East Midlands Regional Group meetings, contacting attendees, producing agendas, sending out pre-meeting papers, taking and producing Minutes.
- Assist with developing and managing conferences, events, projects and campaigns.
- Assist with the preparation of funding bids.
- Organise the catering and associated refreshments for meetings as appropriate.
- Dealing with all enquires/ incoming emails/ photocopying/ mailings.

CPRE prides itself on taking a holistic approach and employing highly committed staff. Flexibility in order to work together to achieve organisational priorities is a valued aspect of our culture. From time to time, therefore, the post holder will be expected to assist in whatever reasonable ways may be necessary to achieve wider organisational goals.

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### **Person Specification**

The successful candidate will demonstrate:

- Strong organisational skills, initiative and ability to prioritise their own workload, along with the ability to work independently.
- Ability to communicate with a wide range of people.
- An understanding of and commitment to CPRE's objectives, an interest in the countryside issues and empathy with the rural environment.
- Good communication and (desirable) presentation skills.
- Fundraising experience or willingness to learn.
- Be prepared to travel around the East Midlands Region and occasionally further afield.
- Be able to work flexible hours.
- Competence with various IT applications including use of email/internet and (desirable) desk top publishing.

This paid part time post (hours negotiable) will be based at the post holder's home, within the East Midlands Region, therefore access to a computer and telephone is essential and access to a car is desirable. A consultancy fee per month and agreed expenses will be paid.

**To Apply** please send your CV along with contact details to Ian Biddulph- Chair CPRE East Midlands Region at [lanB@cpre.org.uk](mailto:lanB@cpre.org.uk) or alternatively use the same email address if you require further information.