

## Branch Manager/Administrator, CPRE Staffordshire

### Job Description and Person Specification

<b>Hours:</b>	12 hours per week, to be worked mostly flexibly
<b>Salary:</b>	£12.21 per hour plus expenses
<b>Contract:</b>	Permanent, subject to probationary period
<b>Location:</b>	Hybrid (some hours to be worked in the Stafford office)
<b>Holiday:</b>	25 days per year, plus bank holidays (pro-rata)
<b>Responsible to:</b>	Chairman and Board of Trustees
<b>Purpose of role:</b>	Effective day-to-day office management and organisational administration of CPRE Staffordshire

CPRE Staffordshire, the countryside charity, campaigns to protect, promote and enhance Staffordshire's countryside. Part of the national CPRE (Campaign to Protect Rural England) network, we aim to be a strong voice for the countryside. This is an exciting time to join CPRE as it approaches its centenary in 2026.

We now have an opportunity for a branch manager/administrator to provide effective administration for CPRE Staffordshire. This is an excellent opportunity to play a key role in a respected local countryside organisation by applying your administrative skills to make a real difference to a friendly and passionate group.

### Specific Responsibilities

- 1 Act as the first point of contact for the charity, including dealing with enquiries from the public, by responding to, or passing on, post, phone calls and emails.
- 2 Administer regular meetings (8 per year), liaising with the Chairman and Trustees to prepare agendas and meeting papers; making room bookings, taking and sending out the minutes, and following up on action points.
- 3 Attend a weekly meeting with Chairman (online, 1 hour per week).
- 4 Prepare weekly updates for the Board of Trustees and work with the Honorary Treasurer to monitor income and expenditure.
- 5 General administration of the office, e.g. renewing insurance, website domain, complying with any Charity Commission reporting requirements.
- 6 Maintain the membership database in line with GDPR.
- 7 Produce regular e-mail newsletters and the annual report.

- 8 Maintain and create content for the website using Wordpress and manage the social media accounts.
- 9 Recruit, onboard and manage volunteers.
- 10 Plan and organise a range of events, including the Green Schools Trophy, stargazing nights, and Countryside Day, administering bookings online where necessary and managing payments.
- 11 Submit responses to planning applications and Local Plan consultations prepared by CPRE Staffordshire’s planning advisor or volunteers; keep up-to-date with local planning issues.
- 12 Research funding opportunities and prepare funding bids and proposals, working with partner organisations and/or the national CPRE charity where necessary.
- 13 Other relevant duties as may be reasonably required.

### Person specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• A good standard of education to include English and Maths.</li> <li>• Proficient user of Microsoft Office programmes.</li> <li>• Excellent written communication skills.</li> <li>• Experience of working in an administrative role.</li> <li>• An ability to work both independently with limited supervision, and as part of a team.</li> <li>• An ability to prioritise work, set targets, meet deadlines, and to organise and manage resources and projects effectively.</li> <li>• Experience of working with other stakeholders, for example parish councils,</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with volunteers.</li> <li>• Experience of using Wordpress, Mailchimp, Canva and social media.</li> <li>• Knowledge of the planning system.</li> <li>• Experience of financial management.</li> <li>• Experience of bid-writing.</li> <li>• Ability to proactively seek out new links and opportunities.</li> </ul>

<p>volunteers or community groups.</p> <ul style="list-style-type: none"> <li>• Willingness to attend daytime meetings in Stafford, and occasional other meetings or events around the county.</li> <li>• An interest in and commitment to the Staffordshire countryside.</li> </ul>	
--	--

To apply for the role, please submit an up-to-date CV and a covering letter (setting out how your experience, knowledge and skills meet the criteria in the Job Description and Person Specification and why you think you are the person we are looking for) to [protect@cprestaffordshire.org.uk](mailto:protect@cprestaffordshire.org.uk)

Applicants must have the right to work in the UK.

The closing date for applications is **Tuesday 22<sup>nd</sup> April at 9am.**

Interview dates can be flexible to suit candidates and will be held online.

For an informal chat about the role, please contact Sarah Burgess on [protect@cprestaffordshire.org.uk](mailto:protect@cprestaffordshire.org.uk) or call 01785 278230.

CPRE Staffordshire is an equal opportunities employer.