



The countryside charity  
Cambridgeshire  
and Peterborough

**Role:** Chair – CPRE Cambridgeshire and Peterborough (Voluntary Trustee Post)

**Aim:** Develop and lead the work of CPRE Cambridgeshire and Peterborough

**Responsibilities:**

- provide leadership to CPRE Cambridgeshire and Peterborough and its board of trustees in agreeing objectives for the Branch
- act as line manager to Branch staff
- secure the resources (financial and human) that the Branch will need to fulfill its charitable responsibilities
- maintain a forward plan
- develop and manage a team of volunteers
- ensure that the policy and administrative systems of the Branch are running smoothly
- maintain good communications between the Branch and the National Office
- plan the annual cycle of executive meetings and chair meetings
- represent the Branch at public meetings and in meetings with local politicians and government officers
- give media interviews
- represent the Branch at meetings with other CPRE groups

**Skills and experience:**

- leadership, management and organisational development
- good communication skills – both verbal and written
- knowledge or experience of the planning system would be helpful
- interest in/knowledge of environmental issues; commitment to CPRE policies
- experience of committee work
- good people skills
- experience of/sympathy with the work of the voluntary sector

**Estimated time:** Average 8 hours a week including some evenings – minimum 2 years

**Conditions:**

Based from home

Expenses will be paid in line with the CPRE Cambridgeshire and Peterborough Expenses Policy

Candidates must be resident in Cambridgeshire or Peterborough

Opportunity to attend skills and knowledge development seminars at CPRE's National Office in London and locally.

**Further information:** To find out more about the role please contact in the first instance branch administrator Jo McGowan, Administrator, e-mail [office@cprecamb.org.uk](mailto:office@cprecamb.org.uk).

**How to apply:** By CV and covering letter addressing the skills and experience criteria, above, to be sent to [office@cprecamb.org.uk](mailto:office@cprecamb.org.uk), or by post to CPRE, The Town Hall, St Ives, Cambs, PE27 5AL