



Voluntary Events Organiser - CPRE Lancashire

CPRE fights for a better future for the English Countryside. We work locally and nationally to protect, shape and enhance our beautiful, thriving countryside and green spaces for everyone to value and enjoy.

We are looking for a proactive and experienced voluntary Events Organiser to support the delivery of a range of high-quality events to further our aims of raising the profile of and protecting Lancashire's countryside.

This role is particularly interesting as we would like to highlight both rural Lancashire's green spaces and those within our urban areas of Greater Manchester and the Liverpool City Region. We are also interested in working with rural businesses to highlight local food and drink production in the county via tours and visits.

Activities involve:

- contributing ideas for events based on experience, contacts and interests
- taking a lead in organising event(s) for the branch, seeking to minimise expenditure or ensure break even through ticket sales, raffles and good budgeting
- building relationships with local businesses/corporates to negotiate venues/destinations for events
- researching the possibility of CPRE members, supporters and patrons who have celebrated homes or gardens contributing to the events programme
- ensuring events are aimed at raising CPRE's profile, providing an incentive for current members to retain their membership, and recruiting new members for longer-term financial benefit
- gathering names at events for future follow-up, using GDPR-compliant forms, to be added to Branch mailing lists
- being an advocate for the charity at all times - asking people to join, giving out leaflets, gathering names of interested parties and talking about our work

Events Organisers could be involved in all aspects of planning an event including:

- agreeing a budget with the Executive Committee
- designing posters and leaflets, with the support of the Branch Development officer
- distributing printed publicity material to promote the event
- researching and inviting dignitaries/local celebrities to attend
- sourcing staging, audio equipment, catering and all other necessary resources
- arranging photography for the event
- managing the day and providing feedback afterwards

What we need from you:

This is a home-based role, but we would keep in regular contact via phone and/or email to discuss progress and to provide support. You would also be encouraged to attend group meetings.

This is an opportunity to play a valued role in a respected environmental organisation, gain satisfaction from planning and managing a successful event, meet new people and be part of a friendly and passionate group.

Ideally, we hope that you can offer us most of the qualities described below:

- some experience of running or being involved in event management
- confident at contacting people by phone: being clear, professional and to-the-point
- well organised and able to keep clear, accurate records
- able to work to deadlines and be responsible for following through on agreements/arrangements
- able to work as a team player, be flexible and willing to adapt
- computer literate - the internet, e-mail and MS Word or equivalent
- an interest in the countryside

As a guide, we anticipate this voluntary role will take 2-4 hours per week, with additional time in the run up to an event.

Contact details:

If you are interested in this role, please email a CV and covering letter to info@cprelancashire.org.uk

For more information on this role or others like it, please call 01772 378831 or email info@cprelancashire.org.uk or visit our website <http://www.cprelancashire.org.uk/>

Closing Date: 31 July 2019

The English countryside is wonderful - help us look after it.