Administration Service - Provision Requirements

Communications

- Provide regular and timely activity updates to and as agreed with the Client's Authorised Officer
- Represent CPRENEY professionally and positively with all key external stakeholders including but not limited to CPRE National Office, CPRENEY members, volunteers and retained advisors.

Core general administration

- Maintain a good working knowledge of organisational projects, activities and key contacts.
- Organise Trustee and member meetings including collation of papers and preparation of documentation as required (excludes production of minutes)
- Check CPRENEY email inbox at least every other working day for incoming requests/queries and action (respond or forward) promptly i.e. within 24 hours.
- Open any incoming post (typically members' letters) and receive incoming telephone enquiries and action requests appropriately and promptly.
- Act as Administrator for CPRENEY's Microsoft account, managing/controlling access to charity email accounts and SharePoint portal and ensuring that the charity's IT policies are consistently applied.
- Manage the charity's SharePoint document directories to ensure easy retrieval of documents
- Receive, gain authorisation for and file invoices; make approved purchases within defined limits.

Planning administration

- Act as the conduit for incoming planning-related communication, forwarding queries to the relevant people in line with current procedures (Trustee(s) and/or retained planning consultant).
- Maintain an up-to-date spreadsheet of all planning activity e.g. enquiries; activity; outcomes.
- Upload planning consultation responses to the CPRENEY website.

Recruitment administration

- Post advertisements on recruitment sites as agreed.
- Set up volunteer vacancies on CPRE's volunteer management platform 'Assemble' and process applications in a timely way including reference checking.
- Liaise with and act as a conduit between the relevant Trustees and applicants on all recruitment matters, including setting up interviews.

Ad-hoc administration

- Prepare and send letters on behalf of the Chair and other Trustees.
- Source/manage printing of materials and source/make venue arrangements for public events
- Carry out other ad-hoc administrative tasks as requested from time to time.