



Part-time self-employed Administrator

CPRE North and East Yorkshire (CPRENEY) is a long-established regional office of a national charity working to protect, promote and enhance the countryside (<https://www.cpreney.org.uk/>). We cover a huge area (5,000+ square miles!) and some of the most beautiful landscapes in the UK. We campaign for policies that protect these natural green spaces and we use our planning expertise to help community groups fight inappropriate development in the countryside.

Right now we are looking for an experienced self-employed administrator based in North or East Yorkshire to take over when the current incumbent steps down at the end of the year. The primary requirements are to act as:

- first point-of-contact (email, phone and post) for incoming enquiries to the charity,
- secretarial and administrative support to the Board of Trustees, and
- administrator for the charity's Microsoft office systems (with technical professional back-up).

North and East Yorkshire office of a national countryside charity
Hybrid | c. 9 hours a week | £20 per hour.

Our service requirement is for around 9 hours' per week to be worked remotely/from home in North or East Yorkshire over three days per week with attendance at occasional meetings. We provide flexibility as to when the hours are worked, a fair rate of pay, paid travel expenses, a laptop and phone to carry out CPRENEY work and the opportunity to make a difference to an influential local charity.

This position reports to a volunteer Trustee so applicants must be experienced in working at a senior Administrator/Secretarial level without supervision. Our service provision requires:

- Excellent IT skills in particular in Microsoft applications including SharePoint, Outlook, Word, Excel and PowerPoint;
- Strong interpersonal and organisational capability;
- Experience in senior secretarial/administrator roles with strong references
- Genuine passion for beautiful and thriving countryside.
- Applicants must also be:
 - fully insured
 - free in mid December for in-person briefing/hand-over (date tba).
 - available to carry out full service requirements from Monday 4 January 2027.

For further details including a full service specification please get in touch on info@cpreney.org.uk. Applications are required not later than Sunday 1st November with a CV and covering letter setting out how your experience and skills meet our requirements. Shortlisted applicants will be required to attend an online interview on Wednesday 11 November. The appointee will be subject to reference/background checks.

If our vacancy fits your experience and interests, we'd be delighted to hear from you!