

Volunteer Role Profile

Volunteer Role

Group Membership Secretary

Volunteer Manager

Group Chair

Where you will be based

Community

Why we want you

With about 100,000 members across the organisation, the Membership Secretaries make sure that everyone is warmly welcomed. Keeping members up to date and involved means they are more likely to want to continue to be members, whether accessing the outdoors themselves or making sure that more people are free to enjoy it.

What you will be doing

- Welcome new members to the group and follow-up with lapsed members (within agreed timescales)
- Making sure that all members are kept informed and up to date with the walks and social events programme
- Working with the other group volunteers, keeping members informed of local issues and developments around walking, footpaths and access
- Being the lead volunteer for the group for data protection, making sure that volunteers know how to use data and being responsible for keeping members' data safe
- Review the group membership levels, working with other membership secretaries to recruit new members eg by going to community events

The skills you need

- Happy to use a computer for the internet, email and simple spreadsheets
- Warm and friendly
- Very organised, able to keep to deadlines

What's in it for you

- Able to use a lot of initiative and imagination to find ways to recruit and keep new members
- Working with a small group of fellow volunteers
- Help bring walking and the benefits of getting out and about to new, local audiences