



Lea Green

Volunteering Opportunity Submission Form

Title of Opportunity	Membership Secretary. The Lea Green Foundation
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About the opportunity

Background

The Lea Green Foundation is a new charity set up to support the Lea Green Learning and Development centre. Lea Green, owned and operated by Derbyshire County Council is one of the country's leading Outdoor Education Centres. Situated near Matlock in a stunning location just outside the Peak District National Park, Lea Green has given thousands of children unforgettable learning experiences since it opened in 1960.

The Lea Green Foundation will raise awareness and funds to support the centre's aim to offer every child a safe and encouraging space to learn the skills they need to enjoy outdoor pursuits and feel empowered and confident in our countryside.

Find out more about Lea Green at [Home | Lea Green](#)

The Membership Secretary's Role

We are looking for a trustee with a keen interest in the development of young people, to take on the role of membership secretary.

The Membership Secretary will be the first point of contact for anyone interested in joining the Lea Green Foundation and will manage contact and engagement with members. The holder of this role will also lead on the good governance of the charity, organising and recording board meetings and decisions, submitting annual returns and the development of the board's role and capacity.

As with all our Trustees we are looking for someone with a keen interest in the development of young people. Additionally, they need to be prepared to support the Chair and Board in every aspect of developing and growing the Lea Green Foundation.

You will be required to prepare for and attend at least 3 Board meetings per year plus the AGM, providing information and agendas to Board members informed about the meetings, and supporting the Chair at meetings. The Lea Green Foundation will provide a note taker, but the membership secretary will need to check the notes and ensure they reflect the meeting accurately, before

submitting to the Board for agreement.

The estimated time commitment is a minimum of a day a month but may be more at first to put new processes in place.

What difference will you make?

As a Trustee, you will have the opportunity to influence young people's lives to enable them to grow and develop, through their experience of outdoor education, both now and in the future. So, trustees are essential to enable us to achieve our goals. The membership secretary will play a key role in making this happen, leading on developing and maintaining Charity membership and supporting the Chair to ensure the smooth and effective running of the Board of Trustees.

What's in it for the volunteer?

You'll have the opportunity to make a positive difference to young people through outdoor education. At the same time this is a chance to develop skills and experience, grow your network and learn from a diverse group of volunteers and professional staff.

Applications and Time Scales

Please contact Vicky Green at Lea Green Learning and Development Centre on 01629 534561 to discuss the role informally.

Once you have discussed the role, please send a CV and cover letter highlighting how your relevant experience and skills meet our needs (max. 500 words).

The deadline for applications is Sunday 27th April 2025. Your application will be reviewed by at least one trustee and a Lea Green Centre staff member.

Interviews will take place the week beginning 5th of May with a view to starting the role in June.

What are you looking for in the volunteer?

Personal qualities

- Passion and commitment to outdoor education for all and the vision, mission and strategic objectives of the Lea Green Foundation
- Strong communications and interpersonal skills and the capability to build and maintain networks and relationships
- Tact and diplomacy - ability to listen and engage effectively and defuse tensions
- Ability to actively support the Chair at meetings, promoting a collaborative team environment, and to challenge Trustees appropriately

- Ability to commit time flexibly as the role requires including travel and attending events outside office hours

Desirable Experience, Knowledge and Skills

- experience of organising others, in a professional or voluntary environment
- experience of external representation, such as delivering presentations, would be an advantage
- experience of organising meetings
- experience of charity or other professional governance and/or working with a Board would be an advantage
- Knowledge of, or a commitment to develop a good understanding of, charity governance issues.

Practical considerations: (e.g. age limits - under 16's, 16-18 years old, or over 18 only, disability access, expenses, induction, training. Suitability - for groups, specific event, long or short-term commitment, indoor or outdoor role, older people, people seeking work, people with a visual or mobility impairment)

The applicant needs to be over 18.

We welcome applications that would increase the diversity of the board of Trustees

Travel expenses will be paid

We welcome applications from those able to make a long-term commitment to the charity

Number of volunteers required for this role:

1

Requirements

Relevant qualification or training	N	Own a vehicle or have access to one	N
DBS check needed	Y	Can drive a minibus	N
Driving licence	N		

Suitable for volunteers interested in: put an X in the box, please select a **maximum** of 5 areas)

Media		Poverty	
Marketing		Disaster Relief	
Health & Social		Unemployed	
IT		International Aid	
Legal		Emergency Services	
Retail		Foodbank	
Education	X	Refugees	

Museum		Homeless	
Heritage		Crisis Support	
Literacy		Housing	
Libraries		Hunger	
Environment	X	Women	
Animals		Men	
Wildlife		LGBT	
Conservation		Faith	
Festivals		Race & Ethnicity	
Performance		Immigrants	
Drama		Justice	
Sport		Politics	
Craft		Civil rights	
Music		Ex-offenders	
Art		Victim support	
Film		Human Rights	
Public Events		Domestic Violence	
Recreation		Prisoners	
Veterans & Armed Forces		Crime	
Addiction		Social Care	
Disability	X	Hospices	
Mental Health		Medicine	
Older People		Families	
Young People	X	Children	X

Please pick a <u>maximum</u> of 5 key subject areas in each column	What skills will they gain? Put x in box	What skills should they have? Put x in box
Design		
Craft		
Photography		
Creative		
Building Experience		
Carpentry		
Catering		
Cleaning & tidying		
Outdoor Experience		
Leadership		
Teamwork	X	X
Managing People	X	X
Governance	X	X
Organising	X	X
Web Design		
Electronics		

IT		
Reading & Writing		
Reasoning		
Maths		
Talking to others	X	
Counselling		
Literacy		
Negotiating		

What activities will the Volunteer be doing? *put an X in the box (please select a **maximum** of 5 areas)*

Stewarding		Administration	X
Policing		Receptionist	
Gardening		Research	
Construction		Mentoring	
Retail		Counselling	
First Aid		Hostels	
DIY odd jobs		Caring	
Design		Befriending	
Outdoors		Support & help	
Driving		Providing Advice	
Catering		Foodbanks	
Financial Control		Escorting	
Management		IT	
Interpretation		Technology	
Legal Help		Web Development	
Accountancy		Virtual Volunteering	
Translation		Training	
Business Development	X	Youth Work	
Trusteeship	X	Coaching	
Lobbying	X	Teaching	
Marketing		Social media	
Fundraising	X	Campaigning	

Where is the opportunity located? *(Please select one **ONLY**)*

No location (use if the location of the role changes regularly)	
From home	
Regional or local district (e.g. High Peak, Derbyshire Dales, or a town or area)	Matlock, Derbyshire
Specific address where the volunteer role will take place	Lea Green, Main Road, Lea, Matlock, Derbyshire,

	DE4 5GJ
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When will the opportunity take place?			
Start Date:	June 2025	End Date:	June 2026 or later

Which day/what time of day?							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
Eve	Y	Y	Y	Y			

Directions
The Lea Green Learning and Development Centre is in the village of Lea, a ten-minute drive from Cromford and Matlock town.

Contact details	
Organisation name	The Lea Green Foundation
Contact name	Vicky Green
Telephone number	01629 534561
Email	Vicky.green@derbyshire.gov.uk

Data Protection

- At no time will we provide any of your details to a third party without your permission.
- In order to keep you up to date with information and events we may include you in our email list.
- We will never sell or give our mailing list to a third party.