



The
countryside
charity

Campaigns and Policy Officer Candidate Information Pack

Position: Campaigns and Policy Officer

Closing date: Midday on Tuesday 17 March 2020

Interviews: Thursday 26 March 2020

This Candidate Information Pack includes:

- Background information about CPRE and the vacancy
- Outline terms and conditions of employment
- Job and person specification (separate document)
- Application form (separate document)

After reviewing this information, if you have any questions about the role or would like to discuss it further, please contact:

Name: Daniel Carey-Dawes, Head of Rural Economy and Communities
Email: DanielC@cpre.org.uk
Direct line: 020 7981 2825

If you would like to apply for this post, please return your completed application form to jobs@cpre.org.uk. Please note that CVs will not be accepted. If you are shortlisted then we are likely to contact you by telephone no later than close of play on 20 March.

Regretfully, we will be unable to contact candidates who have not been shortlisted for interview. If you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful. If that is the case, then we appreciate the effort you have made applying for this role.

Thank you for your interest in working for CPRE, the countryside charity.

Jenny Bulman, Operational Effectiveness Manager



The
countryside
charity

About CPRE, the countryside charity

CPRE is the countryside charity that campaigns to promote, enhance and protect the countryside for everyone's benefit, wherever they live.

With a local CPRE in every county, we work with communities, businesses and government to find positive and lasting ways to help the countryside thrive - today and for generations to come.

What we do

We connect people with the countryside so that everyone can benefit from and value it.

We promote rural life to ensure the countryside and its communities can thrive.

We empower communities to improve and protect their local environment.

Through all our work we look at the role of our countryside in tackling the **climate emergency**, including seeking ways to increase resilience and reduce impact.

Our vision (what we want to achieve):

A beautiful and thriving countryside that enriches all our lives.

Our mission (what we need to do to achieve our vision):

To promote, enhance and protect a thriving countryside for everyone's benefit.

Our values:

Open:	We are inclusive and respectful of everybody, no matter who they are or where they live. Our countryside is for everyone and so are we.
Trusted:	We use evidence, knowledge and experience to influence positive change. Others believe what we say because they know we can back it up.
Connected:	We value lasting and effective relationships. We invite and encourage collaboration to find what is best for the countryside we love.
Inspirational:	We bring ambition and determination to everything we do. We channel our passion to motivate others and encourage them to act.



The
countryside
charity

About the role

CPRE is looking for an enthusiastic campaigner with an eye for policy detail who is comfortable working with local community groups as much as high level policy experts. Working as part of an exciting new team, you will be a powerful advocate for rural communities as CPRE develops an ambitious programme of rural renewal on issues ranging from social housing to cuts to vital services.

As someone with a passion for the countryside and a strong commitment to its long term sustainability, you will thrive in a role where no two days are the same. From lobbying MPs at Westminster to running community workshops in village halls, the successful candidate will have significant scope to shape CPRE's priorities.

With ample scope for professional development in the role, you will learn how to sharpen your campaigning skills whilst maintaining CPRE's reputation as an evidence led organisation.

The successful candidate will have experience of campaigns and policy formulation combined with a strong awareness of strategies for influencing decision makers at all levels. A critical thinker who is not afraid to speak up, your analytical skills will be critical to the work of the team as a whole.

Previous applicants for this post need not apply.

Additional Information

Further reading:

- Our vision: www.cpre.org.uk/about-us/who-we-are/our-vision/
- Explore a summary of our strategy: www.cpre.org.uk/resources/our-strategic-plan/
- Our network of local groups: www.cpre.org.uk/about-us/who-we-are/local-and-regional-groups/
- Video: What we achieved in 2019: <https://www.cpre.org.uk/celebrating-2019/>
- Annual review 2018-19: www.cpre.org.uk/resources/our-year-2019/
- The areas that we're working on: www.cpre.org.uk/what-we-care-about/
- What we say and do: www.cpre.org.uk/about-us/what-we-say-and-do/
- Our Annual Review 2017-2018: <https://www.cpre.org.uk/resources/cpre/about-cpre/item/4921-our-year>



Working for CPRE

Salary

The starting salary will be circa £27,000. Please note that our salaries are externally benchmarked, although we do take into account the level of skills, experience and ability the successful candidate brings.

The pay structure is reviewed regularly to ensure that it remains market competitive.

Hours of work

35 hours per week. Normal office hours are 9am to 5pm with one hour (unpaid) for lunch every day. Around the core hours of 10am to 4.30pm staff can flex their start and finish times. Occasional evening and weekend work is required, time off in lieu is provided and, dependent on role, there may be travel around England.

Place of work

Normal place of work is CPRE's National Office, 5-11 Lavington Street, SE1 0NZ.

Working culture

CPRE has an inclusive and friendly working culture.

We involve staff in setting the operational plan and have a weekly all-staff meeting where information is shared. Staff are set annual objectives and have a performance review each year with joint feedback with their manager on their achievements and performance in the role.

There is an all staff tea break every Wednesday afternoon with staff taking turns to bring in snacks and cakes.

Holidays

25 days per calendar year, increasing by one day per full year of service up to a maximum of 30 days. Paid leave is also given for public holidays and three 'privilege' days, which are normally taken between Christmas and New Year.

Probation

The post will be subject to a six month probationary period. Probationary periods may be extended if further time is required.

Pension

CPRE offers a group personal pension policy with Aviva. CPRE will contribute to this policy monthly at a rate of seven per cent of current salary. CPRE will start making contributions from the beginning of the third month immediately following the start date. Staff members make a personal monthly contribution of a minimum of one per cent of salary. This percentage contribution may increase in the future.

Life assurance

CPRE has an employee life assurance policy, which covers all staff during their employment with CPRE. The policy covers four times annual salary in the event of death in service.

Employee assistance

CPRE subscribes to an employee assistance programme. Staff can access a free 24 hour confidential telephone counselling and advisory service. The service also provides confidential face-to-face counselling.



The
countryside
charity

Notice

During the probationary period, one months' notice of termination of employment is required from employer or employee. After satisfactory completion of your probationary period, eight weeks' notice of termination of employment is required from employer or employee.

Flexible working

We have a flexible working policy with a number of staff working flexibly. Where flexible working requests are agreed by line managers, staff are able to alter their working hours or work from home on agreed days.
