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Network Learning and Development Lead Candidate Information Pack:

Position: Network Learning and Development Lead (12 month fixed term)

Closing date: Midday on Monday 16 March 2020

Interviews: 31st March (London); 1 April 2020 (Sheffield)

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: Crewenna Dymond, Director for Volunteering & Partnerships or Sarah Merrington, Deputy Director of Volunteering

Email: crewennad@cpre.org.uk or sarahm@cpre.org.uk

Direct line: 07778 469025 or 07936 369410

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 25 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



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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.



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About the role

CPRE is a membership organisation made up of a national charity and a network of 42 separately registered local charities and 8 regions. The national charity is based in London with a hub office in Sheffield and has over 50 members of staff. The local CPRE charities vary considerably in size and strength and are largely volunteer-run, although many do have a small staff team. Our local CPRE colleagues and members are united in their love for England's landscapes and rural communities, and they aim to promote, enhance and protect a thriving countryside for everyone's benefit.

Over the past year CPRE, the countryside charity has undergone great transformation that has led to a completely new brand, a strong set of organisational values, a new strategy and large levels of investment to grow and develop the CPRE network of charities, staff and volunteers. The Volunteering and Partnerships Team is a new department in CPRE within which this post will be based and is key to ensuring a successful collaboration between the national and local charities to achieve our new strategy goals for 2020-2026.

This is a new role initially for a 12 month fixed term contract will inspire, engage and develop volunteers and staff across the local CPRE network through a range of learning and development initiatives to deliver our mission and maximise CPRE's impact.

You will be responsible for developing the network training and development plan, leading on the set up and ownership of a new online learning platform and developing face to face and peer learning. You will be both directly delivering training and facilitation, as well as coaching others to develop learning programmes.

We are looking for someone with an ability to energise others about learning by being passionate and enthusiastic to seek and share opportunities. You will have significant experience of developing learning packages and delivering training, in particular developing charity core skills e.g. governance, media/PR, fundraising, volunteer engagement. Experience in facilitating, coaching and supporting a wide range of staff and volunteers from different backgrounds and experiences is also important.



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Additional Information

The role is a brand new post, initially a 12 month contract with the potential to extend further.

The 42 CPRE charities are across England and this role will involve reaching out to support and engage all of them. You will be based at the national CPRE in London or the hub office in Sheffield with regular travel across English regions to connect with the network. Home working would be considered for the right candidate.

At CPRE, we welcome candidates who need to work flexibly. This might be remote working, flexible start and finish times, or compressed hours. Please talk to us at interview of the flexibility you need, and we will explore what is possible for the role.

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	<p>The starting salary will be circa £32,000 (Sheffield) or circa £35,000 (London) 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.</p> <p>The pay structure is reviewed regularly to ensure that it remains market competitive.</p>
Hours of work	<p>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.</p>
Place of work	<p>Normal place of work is CPRE's National Office, 5-11 Lavington Street, SE1 0NZ or CPRE hub office Victoria Hall, 37 Stafford Road, Sheffield, S2 2SF Home working would be considered for the right candidate.</p>
Working culture	<p>CPRE has an inclusive and friendly working culture.</p> <p>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.</p>
Holidays	<p>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.</p>
Probation	<p>The post will be subject to a six month probationary period. Probationary periods may be extended if further time is required.</p>
Pension	<p>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.</p>
Life assurance	<p>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.</p>
Employee assistance	<p>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.</p>



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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.
