



The  
countryside  
charity

## Job and person specification:

### High Value Relationships Assistant

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Department: Engagement & Income

Location: CPRE national office

Reporting to: Head of High Value Relationships

Responsible for: n/a

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### Job summary

To provide administrative, donor and event planning support to the High Value Relationships team.

### Scope

- Will make recommendations but also some low-risk decisions, getting sign-off for higher risk ones
- Will influence team at a low level

### Key relationships

- Internally – own team and other teams within own area
- Networks – local CPRE groups and volunteers
- External - stakeholders including suppliers, companies

### Key areas of responsibility

- Assist with administrative support for High Value Relationships team, including answering general enquiries, thanking donors, and providing cover for Reception duties
- Assist with the planning, organisation and running of team-led events
- Assist with providing excellent stewardship of existing donors, and researching, identifying and helping cultivate new relationships to support CPRE's activities
- Assist in building and maintaining internal communication with the network
- Role model CPRE's values and behaviours
- Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth
- Support team colleagues as so directed and help support other teams as so requested



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## Essential

Some administrative experience

Good literacy and numeracy skills

Good IT skills including Word, Excel, PowerPoint

Excellent attention to detail

Willingness to learn and develop good communication, prioritisation and time management skills

Ability to work effectively under pressure

Good interpersonal skills with the ability to communicate confidently, effectively and diplomatically with a wide range of people at all levels

Enthusiastic, positive attitude

Good team player

Responds positively to constructive feedback

Occasional evening and/or weekend work will require some flexibility in working hours from time to time

## Desirable

Interest in fundraising or related discipline

Working towards an event management qualification or similar

Experience of organising fundraising events in the charity sector

Some database knowledge and of working with SharePoint and Microsoft Teams

Some research skills, including the ability to compile, digest, summarise and communicate sometimes complex information

Ability to negotiate with others, using initiative and creativity