



Job and person specification

Campaign and Policy Officer

Department: Campaigns and Policy Directorate

Location: London SE1

Reporting to: Head of Rural Economy and Communities

Responsible for: N/A

Job summary

Support the development and coordination of research and policy analysis on the rural economy to inform and support CPRE's policy and campaigning work.

Scope

- Makes operational decisions on the day to day project management and deliver of policy outputs
- Limited autonomy to develop policy and campaign strategies and will consult with Head of Rural Communities on medium level decisions
- Limited authority to sign off policy and campaign briefings and communications for public and supporter audiences
- Represents CPRE in low level political and public fora, and occasionally medium level
- Makes some recommendations on policy and campaigns strategy to key internal stakeholders including the network

Key relationships

- Internally – colleagues across departments and within own team
- Networks – specialists, academics, community organisations, county branches and volunteers
- External - stakeholders including low and occasionally medium level political, donor, media and other organisations

Key areas of responsibility

- Support the development and delivery of policy and campaign outputs on the rural economy that deliver CPRE's aims and objectives
- Research and analyse issues on the rural economy for a range of internal and external stakeholders
- Produce policy and campaigning materials for a range of audiences that help increase engagement
- Support the development of compelling proposals for policy reform and solutions on the rural economy



- Work collaboratively with local and community based partners and individuals to develop policy solutions on the rural economy
- Build and maintain a network of appropriate contacts internally and externally on the rural economy
- 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

Essential	Desirable
Some policy and campaigning experience including working for charities	Experience of working in a network-type organisation
Some experience of devising and delivering policy change	Experience of community based campaigning
Knowledge of policy or campaigning areas relevant to CPRE's purpose	Working collaboratively across a similar sized organisation
knowledge of research tools and techniques	Experience of working in policy or campaigning coalitions and partnerships
Experience of working independently, making sound decisions based on evidence	Experience of dealing with the media
Experience of undertaking research and policy analysis to understand issues and inform recommendations and solutions	An understanding of the external context of environmental and countryside issues
Good written and oral communication skills	
Good interpersonal skills with the ability to influence others at all levels both internally and externally	
Good project management skills	
Ability to reflect and learn from experience to improve performance	
Ability to recognise when there is a need for change or improvement and adapt quickly	
Willingness to encourage diversity and inclusion of different styles, ideas and perspectives	
Ability to respond positively to constructive feedback	
Ability be an active contributor, sharing knowledge and expertise	