



The
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charity

Public Affairs Officer Candidate Information Pack

Position: Public Affairs Officer

Closing date: Midday on Tuesday 2nd June 2020

Interviews: Wednesday 10th and Thursday 11th June

This candidate information pack includes:

- Background information about CPRE, the countryside charity 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: Erica Popplewell, Public Affairs Manager

Email: ericap@cpre.org.uk

Telephone: 07747 034 649

If you'd 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're, shortlisted then we will contact you to arrange an interview by Friday 5th June.

Regretfully, we are unable to contact candidates who haven't been shortlisted for interview. If you don't hear from us by Friday 5th June, 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 value lasting and effective relationships. We invite and encourage collaboration to find what is best for the countryside we love.
Connected:	We use evidence, knowledge and experience to influence positive change. Others believe what we say because they know we can back it up.
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

This is an exciting time to join CPRE, a small charity with a great heritage and big plans for our future. We have recently re-defined our organisational purpose and set a new, six-year strategy with a focus on creating a countryside that is thriving, accessible and that makes a significant contribution to reaching net-zero carbon by 2045.

Our Campaigns and Policy team is focussed on securing positive change through a programme of parliamentary engagement, policy reports and inspiring supporters to take action. We have a proud track record of making lasting positive change. The Public affairs team sits with the External Affairs team, part of the Campaigns and Policy directorate.

Working with a variety of stakeholders, both internal and external, the public affairs officer is responsible for the day-to-day delivery of public affairs plans, organising Westminster and party conference events programmes, monitoring legislation, influencing Bills and responding to government consultations. Key working relationships are with the wider Policy and Campaign teams as well as equivalents at other charities and MPs offices which whom we work closely.

Additional useful information

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 2019 election manifesto: <https://www.cpre.org.uk/resources/our-countryside-a-manifesto-for-the-next-government/>

Our network of local groups: www.cpre.org.uk/about-us/who-we-are/local-and-regional-groups/

Video: What we achieved in 2019: 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/



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Working for CPRE

Salary	<p>The starting salary will be circa £25,000 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.</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.</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> <p>There is an all staff tea break every Wednesday afternoon with staff taking turns to bring in snacks and cakes.</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>



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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.
Notice	During the probationary period, one week's notice of termination of employment is required from employer or employee. After satisfactory completion of your probationary period, four 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.