



The
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charity

Income Generation Assistant Candidate Information Pack

Position: Income Generation Assistant

Closing date: Sunday 21 June 2020

Interviews: TBC

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: Natalie Bridge
Email: natalieb@cpre.org.uk
Direct line: 020 7981 2853

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're likely to contact you by telephone no later than 30 June 2020.

Regretfully, we'll be unable to contact candidates who haven't been shortlisted for interview. If you don't hear from us within two weeks of the closing date, please assume that your application has been unsuccessful. If that's the case, then we appreciate the effort you've made applying for this role.

Please note that at the time of writing, CPRE staff are working from home because of the COVID-19 pandemic. If you are shortlisted, your interview may take place online.

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

An exciting opportunity has arisen for a self-motivated and enthusiastic assistant to join our Income Generation department at a key time for the organisation. If you are interested in starting your career in fundraising, this is a fantastic role to get a breadth of knowledge and understanding across a number of fundraising income streams at a particularly exciting time for the charity. You will assist in both administration and fundraising projects and activities, working across the Supporter Care and Development team, Individual Giving team and Community and Events team. A key part of your role will also be providing assistance to the Director of Engagement and Income as well as the Head of Income Generation (who will be your line manager).

Working as a valued member in the team responsible for maximising income from new and existing individual donors, you will be responsible for ensuring that the team is supported to the highest level by supporting with administrative duties, project research and coordination, direct mail production, agency and suppliers management and fundraising events.

The successful candidate will be highly proactive with a 'can do' attitude and a willingness to work collaboratively with other teams, as well as external stakeholders. Excellent interpersonal skills and a well organised approach to completing key tasks is essential, as well as good verbal and written communication skills.

This is a rare opportunity to develop your fundraising, engagement, and event delivery skills in an extremely busy and ambitious team!

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 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/



Working for CPRE

Salary

The starting salary will be circa £24,000. 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. In light of the COVID-19 pandemic, it is possible that you will be asked to work from home on a temporary basis. We are keeping the situation under review.

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.



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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.
