



The
countryside
charity

Major projects development lead Candidate Information Pack

Position: Major projects development lead (two year fixed term contract)

Closing date: Midday on Tuesday 27 October 2020

Interviews: First interview will take place on Thursday 5 or Friday 6 November 2020
Second interview on 12 or 13 November 2020

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: Shelagh Séjourné
Position: Head of High Value Relationships
Email: shelaghs@cpre.org.uk
Direct line: 020 7981 2849

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 3 November 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.

Thank you for your interest in working for CPRE, the countryside charity.

Jenny Bulman
Operational Effectiveness Manager

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.

About the role

An exciting new opportunity has arisen for a project management lead with a strong track record of identifying, developing and implementing innovative, multi-partner project proposals. This is a truly exceptional opportunity to work with one of the country's leading environmental charities and make a significant contribution to promoting, enhancing and protecting the countryside for everyone to enjoy.

The position reports to the head of high value relationships and will work closely with the CEO, other senior staff and voluntary leadership to maximise all opportunities to develop partnerships both within the CPRE network and externally.

This role would suit an ambitious project development and management professional who thrives on collaborative working and a relationship focused approach.

The ideal candidate will be able to achieve and exceed targets, and help develop skills and processes within the organisation to build a programme of multi-year major projects.

You will need to have excellent communication and numeracy skills, with the ability to articulate and present complex plans and data. You must have a high level of attention to detail and be able to use critical thinking to make independent decisions.

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: Join the Regeneration <https://youtu.be/4pwR3qx2w6Q>

Video: What we achieved in 2019: <https://www.cpre.org.uk/celebrating-2019/>

Annual review 2019-2020: <https://www.cpre.org.uk/resources/our-year-a-review-of-2019-20/>

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 £36,535 (London based), £32,620 (out of London) per annum for a fixed-term contract of two years. 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 at 5-11 Lavington Street, SE1 ONZ although there is flexibility as to location for the right candidate. Due to the coronavirus pandemic, there will be a requirement to be able to utilise remote and online ways of working for the foreseeable future.

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. Line managers meet with staff at least every month and all teams have a regular meeting cycle during the year.

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.

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 month's 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.

October 2020