



Job and person specification:

Major projects development lead (two year fixed term contract)

Department: Engagement and Income

Location: CPRE's London office or home-based for the right candidate

Reporting to: Head of High Value Relationships, dotted line reporting to CEO

Responsible for: N/A

Job summary

A two-year contract to help CPRE's expert teams create and develop new opportunities, partnerships and funding in pursuit of the charity's 2020-26 strategic aims.

Scope

- Responsible for the setting, management and reporting of budgets for major, complex projects (with final budget sign off from the Head of High Value Relationships)
- Makes functional based decisions including contributing to strategic decisions and constant operational ones
- Will make medium risk decisions, getting sign-off for higher risk ones

Key relationships

- Internally – Senior Leadership Team, High Value Relationships Team, Campaigns and Policy Department, Operational Management Team
- Externally – Relevant postholders in partner organisations and funders
- Networks – local and regional CPRE partners, other NGOs, funders

Key areas of responsibility

- Work with staff and volunteers across CPRE to generate, develop and bring to fruition innovative, multi-partner project proposals to deliver on aspects of our new strategic aims
- Model and encourage partnership-working, demonstrating countryside solutions
- Develop and bring to fruition additional finance and capacity
- Advise on and support the development of skills, systems and processes to secure a long-term increase in the capacity of the organisation to develop and manage complex projects
- Identify and take forward potential and developing proposals, including assisting fundraising staff in linking them to funding opportunities, encouraging project partnerships across the CPRE network and external organisations

- Mainstream new skills and capacity to promote, train and enable greater project development abilities across the CPRE national team and network
- Act as a catalyst and provide professional developmental support, building the capacity of the organisation to generate an ongoing stream of match-funded projects
- Advise on the improvement of CPRE's systems and processes in support of new project development and multi-funder budgeting and reporting
- Role model CPRE's values and behaviours and coach teams/individuals to do the same
- Proactive responsibility for own development and that of others through learning, networking, self-appraisal and other opportunities for growth
- Support Senior Leadership Team on any other relevant issue as so required

Person specification

We are looking for an experienced and dynamic self-starter with:

1. At least five years' experience of working at senior level in the charity sector

2. Experience of developing minimum six figure multi-partner fundraising bids and cases for support

3. Experience of monitoring and controlling project data, reports, progress reviews, evaluation process and complex project budgets in accordance with funder guidelines

4. Experience of working independently, making sound decisions based on evidence and contributing to a cross-organisational management team

5. An understanding of the sectors in which CPRE operates, including environment, planning and communities.

6. Ability to work across teams and disciplines and spot and pursue opportunities for innovation and growth

7. Ability to energise others by being passionate and enthusiastic, and to seek and share opportunities

8. Excellent written and oral communication skills, using language that everyone can understand

9. Excellent interpersonal and team-working skills

10. Ability to work effectively under pressure and to often conflicting deadlines

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

All staff are expected to be self-sufficient in administration and fully able to work with relevant IT including word processing, spreadsheet and CRM systems at the appropriate level.