



The
countryside
charity

Network Learning Lead Candidate Information Pack:

Position: Network Learning Lead (12-month fixed term)

Closing date: Midday, Tuesday 9 February 2021

Interviews: Friday 19 February 2021 (online)

This Candidate Information Pack includes:

- Background information about CPRE 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: Graham Allanson, Head of Network Support & Engagement

Email: grahama@cpre.org.uk

If you would 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 are shortlisted then we are likely to contact you by telephone no later than 15 February.

Regretfully, we will be unable to contact candidates who have not been shortlisted for interview. If you do not hear from us within two weeks of the closing date, 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.

We are committed to equality, diversity and inclusion so we welcome applicants from diverse backgrounds



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About the role

CPRE is a membership organisation made up of a national charity and a network of 42 separately registered local charities and 8 regions. The national charity is based in London with a hub office in Sheffield and has over 50 members of staff. The local CPRE charities vary considerably in size and strength and are largely volunteer-run, although many do have a small staff team. Our local CPRE colleagues and members are united in their love for England's landscapes and rural communities, and they aim to promote, enhance and protect a thriving countryside for everyone's benefit.

Over the past year CPRE, the countryside charity has undergone great transformation that has led to a completely new brand, a strong set of organisational values, a new strategy and large levels of investment to grow and develop the CPRE network of charities, staff and volunteers. The Volunteering and Partnerships Team is a new department in CPRE within which this post will be based and is key to ensuring a successful collaboration between the national and local charities to achieve our new strategy goals for 2020-2026.

This is a new one-year role to help us take the next step in supporting learning across CPRE. The CPRE network of charities benefits from a wide range of expertise and specialist knowledge which you'll build on to increase our capability to deliver work locally and in communities.

You will be responsible for coordinating an engaging programme of training, developing online learning modules within Talent LMS, and prompting peer to peer learning by different groups of staff and volunteers. You'll also support a number of networking groups and topic forums; as well as help organise our annual conference and undertake some direct training occasionally.

You will bring your expertise in understanding need and in structuring learning for adult volunteers and staff in a multi-site organisation, federation or network. Experience of setting up and maintaining an online learning platform and of supporting networking groups are essential. We also seek experience of gathering insight and evidence of learning need across a network and a good all-round understanding of local charities.

Additional Information

The 43 CPRE charities are across England and this role will involve reaching out to support and engage all of them, according to need. You will be based at either the national CPRE office in London or at home with regular travel across English regions to connect with the network (Covid restrictions permitting).

At CPRE, we welcome candidates who need to work flexibly. This might be remote working, flexible start and finish times, or compressed hours. Please talk to us at interview of the flexibility you need, and we will explore what is possible for the role.

Videos:

[What we achieved in 2019](#)

[CPRE – standing up for your countryside](#)

[#OurGreenBelt](#) – The case for protecting Green Belt



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Key publications:

[Save Our Soils](#) This new report from CPRE calls for a radical rethink of farming practices and soil management to help regenerate the soils that underpin our supply of food and environment.

[Your 2018](#) A thank you to our supporters for all they helped us achieve in 2018.

[Viable Villages](#) For decades, England hasn't built enough genuinely affordable homes in rural or urban areas. Our report shows how developers are exploiting a loophole to avoid building affordable homes.

Further reading:

- 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/
- Our Annual Review 2017-2018: <https://www.cpre.org.uk/resources/cpre/about-cpre/item/4921-our-year>

Working for CPRE

Salary The starting salary will be circa £35,000 (London) or £32,000 (outside London). 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.

Duration The post is initially for one-year, with the possibility of extension

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 or from home

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.



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 months' 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.