



The
countryside
charity

High Value Relationships Assistant Candidate Information

Position: High Value Relationships Assistant (Four days per week, fixed term contract until end December 2021)

Closing date: Midday on Tuesday 29 June 2021

Interviews: Thursday 8 July 2021

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
Email: shelaghs@cpre.org.uk
Direct line: 020 7981 2849

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 4 July.

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

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 across England, 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.

About the role

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.

We have ambitious plans to broaden our appeal and grow income, so that we can connect even more people with the countryside. After completing a major project to re-define our organisational purpose we have set a six-year strategy to take us to 2026, our centenary year. With our renewed purpose, we are determined to tackle the climate emergency - a theme that cuts across all of our work.

To help us achieve this we are looking for an experienced, energetic and dedicated individual with a passion for developing and executing engaging events and building strong relationships with high value supporters. You will have a real passion, energy and aptitude for organising high quality, innovative donor events and a flair for creative writing. You will play a key role within the team, providing administrative and project support to colleagues.

You will be an enthusiastic all-rounder: a good communicator who has a real affinity with the work we do and can help us to continue to build excellent relationships with our supporters. You will be adept at juggling several tasks simultaneously whilst having the ability to talk confidently via all communication channels.

During the fixed term period, you will work specifically on two major events:

CPRE's annual supporter engagement event with the theme 'Hope for the Countryside' will be held in September. It will showcase and assist current areas of focus for CPRE – the climate crisis, what we stand to lose from our beautiful countryside and the nature-based solutions that gives us hope if we act on them now. Up to 200 CPRE supporters in-person, and many more virtually, will learn about these nature-based solutions, and also how to gently protest and campaign for action through craftivism.

Our annual themed Christmas event is a popular gathering to celebrate the year and extend gratitude to supporters, and appreciation of all that the countryside and green spaces offers us. It is an occasion for reflection but also enthuse and inspire participants to continue to engage with our work.

You will report directly to the Head of High Value Relationships and be part of a small team of specialist fundraisers and project managers, working closely with the Trusts and Major Projects Leads, and Legacy Officer to support them in their work. Your role will be busy and varied. As well as organising quality supporter events, you will be involved with creating and administering a major donor 'giving club', updating donor pipeline and records, stewarding relationships from trusts and major donors, prospect researching, and general day-to-day administrative tasks for the team.

Additional 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/

What we achieved last year: <https://www.cpre.org.uk/news/2020-cpres-impact/>

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/

Our history and achievements: <https://www.cpre.org.uk/about-us/who-we-are/our-achievements-and-history/>

Working for CPRE

Salary	<p>The starting salary will be circa £22,400 (FTE £28,000). 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>28 hours (four days) 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 ONZ. In light of the current COVID-19 pandemic, you may be asked to work from home on a temporary basis. We are keeping the situation under review.</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>
Holidays	<p>20 days (pro rata) per calendar year, increasing by one day per full year of service up to a maximum of 30 days (FTE). 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 three-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>
Life assurance	<p>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.</p>

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.
