



## Job and person specification:

### High Value Relationships Assistant

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Department: Engagement & Income

Location: CPRE national office

Reporting to: Head of High Value Relationships

Responsible for: n/a

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#### Job summary

To provide administrative, funder and event planning support to the High Value Relationships team.

#### Scope

- Will make recommendations but also some low-risk decisions, getting sign-off for higher risk ones
- Will influence team at a low level

#### Key relationships

- Internally – own team and other teams within own area
- Networks – local CPRE groups and volunteers
- External - stakeholders including suppliers, companies

#### Key areas of responsibility

- Assist with administrative support for High Value Relationships team, including answering general enquiries, thanking donors and providing cover for Reception duties
- Assist with the planning, organisation and running of team-led events
- Assist with providing excellent stewardship of existing donors, and researching, identifying and helping cultivate new relationships to support CPRE's activities
- Assist in building and maintaining internal communication with the network
- Role model CPRE's values and behaviours
- Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth
- Support team colleagues as so directed and help support other teams as so requested



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## Person specification

### Qualifications:

- Minimum two years' experience in major donor fundraising or account management, and event management

### Skills and experience (please describe evidence within the application form):

- Ability to help organise specialist events ranging from 30 - 200 people
- Ability to communicate effectively, orally and in writing, for a wide range of audiences
- Ability to manage programmes of work with clear focus, targets and outcomes in an accurate and flexible manner to agreed deadlines
- Ability to work effectively under pressure and as part of a team
- Ability to negotiate with others, using initiative and creativity
- Ability to compile, digest, summarise and communicate sometimes complex information
- Have a proactive approach to building strong relationships both within CPRE and externally
- Be self-sufficient in administration and fully able to work with relevant IT including Microsoft Office 365, Internet search engines and customer relationship management (CRM) systems at the appropriate level

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