



The  
countryside  
charity

## Candidate Information Pack

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Position: Public Affairs Officer

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Closing date: Midday on Tuesday 9 November 2021

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Interview date: Tuesday 16 and Wednesday 17 November 2021

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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: **Anastasia Zawierucha, Public Affairs Manager**

Email: [AnastasiaZ@cpre.org.uk](mailto:AnastasiaZ@cpre.org.uk)

Direct line: 020 7981 2812

If you'd like to apply for this post, please return your completed application form to [jobs@cpre.org.uk](mailto: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 12 November 2021.

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



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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:

<b>Open:</b>	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.
<b>Trusted:</b>	We use evidence, knowledge and experience to influence positive change. Others believe what we say because they know we can back it up.
<b>Connected:</b>	We value lasting and effective relationships. We invite and encourage collaboration to find what is best for the countryside we love.
<b>Inspirational:</b>	We bring ambition and determination to everything we do. We channel our passion to motivate others and encourage them to act.



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## About the role

With an exciting new strategy and brand now in place, CPRE, the countryside charity, is looking for a public affairs officer who can support our political engagement across a number of campaigns and policy areas, helping raise our profile, improve our reputation and increase our influence among policy makers.

As public affairs officer, you will support the development and delivery of the CPRE's public affairs activities, raising our profile, improving our reputation and increasing our influence among policy makers. You will already have some experience in a public affairs role, ideally in the charity or environment sector. We are looking for someone with a real passion and energy for public affairs, with the ability to work across teams and with colleagues across the CPRE network of local groups. The successful candidate will enjoy a busy and varied approach to their work, being able to balance a number of competing priorities.

CPRE works on a diverse array of campaigns, from dark skies and peatland restoration to rural economies and rural transport. While you will be providing support across this diverse and exciting array of policy outputs, your primary role will be to support our two hero campaigns – planning and hedgerows. Our planning campaign is a fast-paced reactive campaign working to ensure planning reforms serve both the environment and ensure more affordable housing in rural areas, while our hedgerow campaign to establish a 40% increase of hedgerow coverage by 2050 works to raise awareness of the important role that hedgerows play in addressing the climate and biodiversity crises.

The role will require you to be responsible for pulling together a comprehensive contact programme, parliamentary events, monitoring parliamentary activity, and ensuring all political communication is delivered in a timely and professional manner.

This role sits within the External Affairs team and will work alongside the campaigns and media team.



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## Additional useful information

Our vision: [www.cpre.org.uk/about-us/who-we-are/our-vision/](http://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/](http://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/](http://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 2020-2021: <https://www.cpre.org.uk/wp-content/uploads/2021/06/CPRE-Annual-Review-2020-21-web.pdf>

The areas that we're working on: [www.cpre.org.uk/what-we-care-about/](http://www.cpre.org.uk/what-we-care-about/)

What we say and do: [www.cpre.org.uk/about-us/what-we-say-and-do/](http://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

The starting salary will be circa £30,000 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.

The pay structure is reviewed regularly to ensure that it remains market competitive.

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### 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.

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### Place of work

Normal place of work is CPRE's National Office, 5-11 Lavington Street, SE1 0NZ. CPRE has returned from home working as of 4 October. We anticipate a change in the

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overall mix of office and home working as things develop. The office location may change early in 2022, although it will remain in London.

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**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.

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**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.

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**Probation**

The post will be subject to a six month probationary period. Probationary periods may be extended if further time is required.

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**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.

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**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.

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**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.

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**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.

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**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.