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## External Affairs Assistant Candidate Information Pack

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**Position:** External Affairs Assistant – (Fixed-term contract – Mid-September to mid-December 2022)

**Closing date:** Midday on Thursday 11 August 2022

**Interview date:** Friday 19/Monday 22 August 2022

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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 Lead

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

**Direct line:** 020 7981 2812 - after 2 August – before, please call the recruitment section on 020 7981 2801

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 Wednesday, 17 August 2022.

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

This job will assist with the work of the External Affairs team which is responsible for public affairs, media, and campaigns.

## Important areas of responsibility – what you'll be doing day-to-day

- Assist with the running of events, meetings and seminars e.g. online panel discussions with Ministers.
- Ensure we're maximising the potential to promote our events across social media platforms e.g. Twitter, Facebook and Instagram.
- Work with the Brand and Engagement team to ensure CPRE is active and effective across all social media channels e.g. make social media posts appeal to young people.
- Assist with running internal meetings and managing the campaign inbox
- Other duties including answering the phone to supporters and signing in visitors to the office.
- Help your team mates out with urgent bits of work as and when needed.

And in all you do, we ask that you model CPRE's values and behaviours, which are *OPEN* (e.g. be friendly and approachable and open minded), *TRUSTED* (e.g. doing what you have said you will so), *CONNECTED* (e.g. be a good listener and share your skills and knowledge with others) and *INSPIRATIONAL* (e.g. challenge the status quo).

## 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/2021-cpres-impact/>

Annual review 2021-2022: <https://www.cpre.org.uk/resources/our-year-a-review-of-2021-22/>

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

<b>Salary</b>	<p>The starting salary will be circa £23,000 (pro-rata). 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>This is a fixed-term contract, expected to run from mid-September 2022 to mid-December 2022.</p>
<b>Hours of work</b>	<p>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.</p>
<b>Place of work</b>	<p>Normal place of work is the national CPRE's office at 15-21 Provost Street, London, N1 7NH but, as a result of the pandemic, most office-based staff members are now working part of the time in the office and part of the time at home.</p>
<b>Working culture</b>	<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>
<b>Holidays</b>	<p>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.</p>
<b>Probation</b>	<p>The post will be subject to a three month probationary period. Probationary periods may be extended if further time is required.</p>
<b>Pension</b>	<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>
<b>Life assurance</b>	<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>
<b>Healthy extras</b>	<p>CPRE provides access to the healthy extras service, which includes: Doctor Line – 24 hours a day, you can pick up the phone and arrange a call back from a practising UK GP, to discuss any health issues and receive advice or a diagnosis</p>



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Togetherall - a safe online space for you to explore things that are troubling you and get support in confidence

24-hour advice and information line – this service gives you access to confidential guidance on medical, legal or domestic issues from qualified counsellors, legal advisors and nurses

Westfield Rewards - special offers on all your favourite goods and services from over 1,000 leading restaurants, retailers and destinations.

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**Notice**

One months' 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.

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July 2022