



# New to Nature Placement

## External Affairs Assistant, CPRE The Countryside Charity

**CLOSING DATE:** 12pm on Thursday 24<sup>th</sup> November 2022

CPRE The Countryside Charity | Charity Registration number  
1089685  
15-21 Provost Street, London, N1 7NH Suite B2,  
[www.cpre.org.uk](http://www.cpre.org.uk)



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# ABOUT NEW TO NATURE

Thank you for your interest in this New to Nature placement.

New to Nature is an exciting programme of paid work placements in nature-focused roles for 18-25-year olds. This is one of 70 roles that will be created across the UK to encourage young and diverse talent into the Natural Environment sector.

**We're particularly interested in receiving applications from young people who are from ethnically diverse backgrounds, who are living with a disability or are from low-income households.**

You'll get paid a good wage from a placement that helps the environment, learn loads of skills to boost your CV and get access to a Youth Employment Coach to help you plan your future career. There'll also be opportunities to learn about potential careers in the natural environment, and (should you wish to) connect with the other young people working in New to Nature roles across the country.

This is a unique opportunity to try something new, and to take a first step on a career path where you can make a real difference. The natural environment needs you!

We hope you will join us on this exciting journey!

# ABOUT CPRE THE COUNTRYSIDE CHARITY

[CPRE The countryside charity](#) is a campaigning organisation that strives to enhance, promote and protect the countryside for the benefit of everyone. We're passionate about making the countryside a better place to live work and enjoy, with green spaces that are accessible to all, rich in nature and playing a crucial role in responding to the climate emergency.

CPRE's values and behaviours are OPEN (eg be friendly and approachable and open minded), TRUSTED (eg doing what you have said you will so), CONNECTED (eg be a good listener and share your skills and knowledge with others) and INSPIRATIONAL (eg challenge the status quo).

## Benefits of working with us

- ✓ Real Living Wage - The real Living Wage is an hourly rate of pay set independently and updated annually (not the UK government's National Living Wage). Find out more here: <https://www.livingwage.org.uk/what-real-living-wage>



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- ✓ Flexible working - CPRE has a flexible-working policy with a number of staff working. Where flexible working requests are agreed by line managers, staff are able to alter their working hours or work from home on agreed days. We also have flexible start and finish times, subject to working core hours.
- ✓ Holiday Entitlement 25 days per year - Paid leave will also be given for public holidays and three 'privilege' days, normally taken between Christmas and the New Year.
- ✓ Pension 7% of gross salary - CPRE offers a group personal pension policy with Aviva. CPRE will contribute to this policy monthly at a rate of 7% of gross (ie before tax) current salary. The minimum staff contribution is 1% (also from gross salary), and staff can increase this percentage at any time.
- ✓ Life assurance policy - CPRE has an employee life assurance policy, which covers all staff during their employment with CPRE. This means that if you pass away while working for CPRE, a loved one will receive four times your annual salary.
- ✓ Travel Scheme-season ticket/bike loan support – A season ticket loan is available to staff members on successful completion of the probationary period. For those who prefer to cycle in to work, we offer a loan on the same basis as the season ticket loan.
- ✓ Employee support - CPRE subscribes to an employee assistance programme, BUPA Wellness. Staff can access a free 24 hour confidential telephone counselling and advisory service. The service also provides some confidential face-to-face counselling.



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# RECRUITMENT PROCESS

## APPLICATION

You can apply for this placement via the following link:

[www.surveymonkey.co.uk/r/NTNPlacementApplication22](http://www.surveymonkey.co.uk/r/NTNPlacementApplication22)

This is hosted by Groundwork UK who will check the suitability of applicants, before passing the application on to the Employer organisation, who will shortlist applicants to an informal interview process.

Please ensure you carefully select the correct role from the drop down list, to ensure your details are passed to the correct employer.

If you have any questions about the application, contact us at:

[newtonature@groundwork.org.uk](mailto:newtonature@groundwork.org.uk)

## INTERVIEWS

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews (by telephone or video call) **Week commencing 5<sup>th</sup> December 2022**

If you have any questions about the role or interview process please contact us at: Sarah McMonagle, SarahMc@cpre.org.uk



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# ROLE DESCRIPTION

<b>Placement title:</b>	External Affairs Assistant
<b>Organisation:</b>	CPRE The Countryside Charity
<b>Contract type:</b>	12 Months, Fixed term
<b>Number of hours per week:</b>	35 hours per week.
<b>Working pattern:</b>	Flexible working hours. Occasional evening and weekend work is required, time off in lieu is provided and, there may be travel around England. We will consider part time role as reasonable adjustment
<b>Hourly rate of pay</b>	£11.95
<b>Responsible to:</b>	Acting Director of Campaigns & Policy
<b>Location:</b>	15-21 Provost Street, London, N1 7NH
<b>Accessible by public transport:</b>	Yes
<b>Anticipated Start Date:</b>	Monday 9th January

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## PLACEMENT DESCRIPTION

This job will assist with the work of the External Affairs team, which is responsible for the following:

- Public affairs – persuading Ministers, MPs, Peers and civil servants to pass laws and make regulations to benefit the countryside, e.g. by meeting civil servants to talk about our views and organising events with government Ministers.
- Campaigns – influencing the government's views and policies on the countryside by working with other organisations and harnessing the power of our members and supporters e.g. by co-ordinating joint campaigns with other environmental charities – this might include joint letters to Ministers or statements for newspapers.
- Media relations – trying to get CPRE and stories about the countryside noticed and written about in social media, print and online newspapers, magazines TV and radio eg writing press releases and calling journalists to get them interested in our research and stories.

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

- Assist with the running of events, meetings and seminars eg online panel discussions with Ministers.
- Ensure we're maximising the potential to promote our events across social media platforms eg Twitter, Facebook and Instagram.



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- Make arrangements for discussions aimed at making our work appeal to a younger and more diverse audience eg on new areas of work including how we can create a 'countryside for all' where people who don't currently spend time in the countryside are happy and able to do so.
- Work with the Brand and Engagement team to ensure CPRE is active and effective across all social media channels eg make social media posts appeal to young people.
- Assist with putting together information and statistics on a range of countryside issues eg finding out how many affordable homes were built last year in England.
- 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.

## PERSON SPECIFICATION

- ✓ Some knowledge, or an interest in one or two of the following: plants and trees; hills, fields, woods, local parks and green spaces; rivers, canals and waterways; hill-climbing and exploring; geography; ecology, farming and growing things; public transport and building new homes. Or our mental well-being, stress and the benefits of access to the countryside and green spaces.
- ✓ A basic understanding, or a little knowledge, of one or two environmental or climate change issues such as recycling, pollution, protecting the oceans, rain forests or endangered species.
- ✓ An interest in what's happening in the world at large or your own community or school or college, or in helping make society better by being involved in campaigns or causes.
- ✓ Being able to write basic emails and use Microsoft Word or Google docs.
- ✓ Ability to work well as part of a team.
- ✓ Maths to a good standard because you need to use numbers, and English to a good standard because you need to write clear, grammatical sentences – or be able to demonstrate you can do this
- ✓ Being able to plan, prioritise and organise tasks, and hit deadlines.



## SUPPORT AND TRAINING OPPORTUNITIES

This placement is part of a national programme - New to Nature - Funded by the National Lottery Heritage Fund. This will include additional elements of training and personal development support provided by Groundwork UK and partners, as well as placement training and support from CPRE The Countryside Charity.

Each young person will complete an in-depth induction programme with The Prince Trust, along with tailored advice and guidance from a Groundwork Youth Employment Coach at key points during the placement. This may include identifying skills and training opportunities or help with your CV and job search skills.

CPRE The Countryside Charity will also be providing support for participants, including:

- An open day for applicants, to help them get a feel of CPRE in an informal/stress-free environment.
- Wellbeing support – your line manager will support you to create Wellness-Action-Plans to support your mental health and wellbeing over their Traineeship.
- Comprehensive exposure to a range of other ENGOs (Environmental, Non environmental Organisation, and training opportunities in all areas of CPRE’s business operations to ensure the Trainee can make connections and learn across teams and organisations. This will give Trainees the opportunity to specialise in one area or get experience in lots of areas to get a feel of what they like best.
- Opportunities to learn from the land and meet supporters across England, including: at least four countryside visits, hands-on landscape enhancement days in the countryside, and visits to local CPREs.
- Regular meetings with an external mentor and coach to talk through any issues and identify any support they might need.
- CPRE’s ‘buddy’ system - each Trainee would be matched with someone at a similar level in a different department and encouraged to meet regularly.

All young people on the New to Nature programme, will be invited to join a Learning Network. This will create opportunities to take part in different talks, workshops and discussions focused on the environment sector, hosted by Groundwork and our partners.



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