



The
countryside
charity

Job title Candidate Information Pack

Position: Membership & Legacy Officer

Closing date: 9am on 23 January 2023

Interview date: 31 January 2023

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: Angela Reinfor – Membership and Community Manager

Email: angelar@cpre.org.uk

Direct line: 020 7981 2858

If you'd 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're, shortlisted then we're likely to contact you by telephone (or email, if we can't reach you) no later than 27 January 2023.

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:

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 use evidence, knowledge and experience to influence positive change. Others believe what we say because they know we can back it up.
Connected:	We value lasting and effective relationships. We invite and encourage collaboration to find what is best for the countryside we love.
Inspirational:	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

As the Membership & Legacy Officer you will be working with the Membership and Community Manager to manage the develop CPRE's core fundraising product, working alongside internal and external stakeholders and our network of local CPREs.

Although initially focusing on retention, reactivation, upgrade and conversion plans to stabilise our membership programme, we expect to be able to invest in developing our acquisition work over the next few years.

As a federated organisation with 42 local CPREs across England, we know how important it is to have a ground up approach to engagement and fundraising. Our fundraising efforts will not only support from a national perspective, but also support our local groups to engage and inspire their local communities to become too. Strong communication skills to support in this way for a variety of local groups is a key element to this role.

We also have the long-term vision to develop a more general community fundraising approach throughout the regions with our local groups and support them in the upskilling needs they require to be able to engage with a diverse range of supporters.

Supporting on the management and development of our Legacy programme is also a key area of focus for this role. You will work with the manager to ensure opportunities for legacy asks are maximised in CPRE publications, letters and packs and that stewardship and communication to legacy pledgers is to a high standard.

You will have the opportunity to work for a small, yet ambitious team, with great potential.

Additional useful 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/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/

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

The starting salary will be £37,963.

The salary is for staff members based at the London office. Salaries for home-based staff in other areas of the country will be benchmarked to out-of-London levels.

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.

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.

Place of work

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.

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.

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.

Probation

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

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.

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.



Healthy extras

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
- 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.

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.