



The
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Volunteering Development Officer Candidate Information Pack

Position: Volunteering Development Officer (part-time, three days a week)

Closing date: Midday on Monday 22 April 2024

Interview date: Wednesday 8 May 2024

This candidate information pack includes:

- Background information about the vacancy and CPRE, the countryside charity
- Outline terms and conditions of employment
- Job and person specification (separate document)

After reviewing this information, if you have any questions about the role or would like to discuss it further, please contact:

Name: Jill Vaughan, Volunteering and Participation Manager
Email: JillV@cpre.org.uk
Direct line: 020 7981 2846

If you'd like to apply for this post, please return your CV and covering letter to jobs@cpre.org.uk. Please include a contact number. **In your covering letter, please explain how you fulfil the requirements listed in the selection criteria, as this will help the interview panel to shortlist for the role.** If you're shortlisted, then we're likely to contact you by telephone no later than Wednesday 1 May.

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 in applying for this role. We will retain your application for about six months after the interview date, at which point it will be destroyed. Our privacy policy can be viewed on our website [here](#).

Thank you for your interest in working for CPRE, the countryside charity.

Jenny Bulman
Operational Effectiveness Manager



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About the role

CPRE's Volunteering Development Officer provides excellent advice on best practice in volunteer engagement so we ensure people from all walks of life can volunteer with us. You'll work with the network of 40 county-based charities and with our national CPRE to expand how we campaign for the countryside through volunteering.

You'll be working in our Volunteering & Participation team, with the Volunteering and Participation Manager and Volunteering Development Assistant. You'll also work closely our Director of Communities and Participation and the Network Engagement team, who are part of the wider Communities and Participation Directorate.

This varied role helps to deliver CPRE's volunteering strategy, to find a way in for everyone to care for the countryside. You'll be supporting volunteer coordinators, trustees and others to identify priority volunteer vacancies and assist in driving the recruitment of a diverse range of new volunteers.

You'll encourage peer to peer networking with Volunteer Coordinators, welcoming new volunteer coordinators into the group and hosting network meetings. Working closely with the Volunteering Development Assistant you'll be key to the delivery of both our national online volunteer induction programme and our national volunteer awards programme. These initiatives aim to give volunteers get a warm welcome to the charity, and recognise and celebrate volunteer achievement.

You'll receive training to use our volunteer management system Assemble, and will support others to make the best use of the system. You'll be adept at collaborative working, and you'll be supportive of increasing the diversity of people who volunteer for CPRE. You'll also have the opportunity to work with the team to deliver training, and you'll be able to develop interesting, impactful new volunteering roles with national and local teams.

CPRE places high value on equality. We treat everyone with respect and consideration because we know it's the right thing to do. We also know that diverse teams make much better decisions, are more creative and more stimulating to work in. So, if you join us, you will be able to help us put equality, the environment and diversity at the centre of everything we do. We hope you like the sound of the job and will take the time to apply!



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About CPRE, the countryside charity

We are the countryside

We're passionate about making the countryside a better place for everyone to live, work and enjoy

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 vision can be found on our website: www.cpre.org.uk/about-us/who-we-are/our-vision/

Our mission (what we need to do to achieve our vision):

To promote, enhance and protect a thriving countryside for everyone's benefit.

Explore a summary of our strategy: www.cpre.org.uk/resources/our-strategic-plan/

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 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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Additional useful information

Our network of local groups: www.cpre.org.uk/about-us/who-we-are/local-and-regional-groups/

Our impact in 2023: <https://www.cpre.org.uk/news/2023-cpres-impact/>

Annual review 2022-2023: <https://www.cpre.org.uk/wp-content/uploads/2023/06/CPRE-Annual-Review-2022-23.pdf>

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:

£22,869 (£38,115 full-time equivalent) office-based (London)

£19,617 (£32,695 full-time equivalent) - home-based (out of London)

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

Three days / 21 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 delivery 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 (**pro-rata for part-time staff**). 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: <ul style="list-style-type: none">• 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.
Wellbeing day	Staff are permitted to take one wellbeing day each year, to give every member of staff the opportunity to focus on their mental and physical wellbeing.