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Volunteering Development Assistant Candidate Information Pack

Position: Volunteering Development Assistant

Closing date: Midday on Thursday 30 January 2025

Interview date: Wednesday 12 February 2025

This candidate information pack includes:

- Information about the vacancy and outline terms and conditions of employment
- Background information about CPRE, the countryside charity
- 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 & Participation Manager
Email: JillV@cpre.org.uk
Direct line: 0207 981 2846

If you'd like to apply for this post, please return your CV and a 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 Friday 7th February 2025.

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, thank you; we appreciate the effort you've made in applying for this role.

Applications will be reviewed by the members of the panel who will shortlist and interview for the role. We will retain applications for six months after the interview date, at which point unsuccessful applications will be destroyed. Our privacy policy can be viewed on our website [here](#).

Equality, diversity and inclusion

In support of our work to develop an inclusive and diverse CPRE, we would be grateful if you could complete our equality, diversity and inclusion monitoring form which can be found [here](#). Your response will be anonymous. Thank you for your help.

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

Jenny Bulman, Operational Effectiveness Manager



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About the role

Are you passionate about the power of volunteering to protect, promote and enhance our countryside?

CPRE's Volunteering Development Assistant provides excellent customer care to people from all walks of life who volunteer. You'll work with the network of over 40 county-based charities and with our national CPRE to expand how we campaign for the countryside through volunteering.

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 dealing directly with enquiries from volunteers and those supporting them, managing the volunteering inbox and providing our first line response.

This role offers plenty of opportunity to develop - you'll learn how to use our volunteer management system Assemble, and support others to make the best use of the system. You'll give training on our intranet contact management system and help us curate our training resources. You'll need to be organised and open to learning about digital tools, from design software like Canva to Teams Planner.

You'll also have the opportunity to support our successful Volunteer Awards programme, so great written and communication skills will be key to making sure we gather impactful nominations and case studies. Telling volunteer stories is a key part of this role, and your use of written and video case studies will help us celebrate a diversity range of volunteers.

You'll be familiar with the ways social media can help us promote the impact of volunteering, and you'll be supporting the team to make sure new colleagues get a great welcome and induction to CPRE movement. You'll be adept at collaborative working, and you'll be supportive of increasing the diversity of people who volunteer for CPRE. You'll be given 2 paid days a year to pursue your own volunteering as part of this role.

In this role you'll work closely with the Volunteering Development Officer and Volunteering and Participation Manager, and be part of the wider Communities and Participation Directorate.

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!

Additional useful information

Our vision: www.cpre.org.uk/about-us/who-we-are/our-vision/

Volunteering at CPRE: <https://www.cpre.org.uk/get-involved/volunteering/>

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

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/>



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Working for CPRE

Salary £23,692 (£29,616 FTE)) for a role based in our National Office in London or £20,335.20 (£25,419 FTE) for a home-based role 4 days a week outside of the London travel to work area. There will be monthly travel to meetings in 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 28 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. Most office-based staff are now following a hybrid pattern, working part of the time in the office and part of the time at home.

We will consider applications for the role to be home-based for candidates outside the London travel to work area but normally expect those based within reasonable commuting distance to be based in our London Office. Our office-based staff utilise our hybrid working policy which offers the opportunity to work from home for up to three days per week in most circumstances.

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. We hold monthly anchor days and regular staff conferences.

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. These entitlements are pro-rated for part-time staff.

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.

Notice	During the probationary period, one weeks' 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.
Employee assistance	CPRE provides access to a 24/7 GP service, an employee assistance programme offering both counselling and proactive health and fitness support and discount platforms that offer savings on a wide range of goods and services.
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 (up to retirement age).
Flexible working	We offer hybrid working to office-based staff with the vast majority of staff able to work from home up to three days per week if they wish to do so. We have flexible start and finish times, subject to working core hours of 10.00am to 4.30pm.
Wellbeing day	All staff are entitled to take one wellbeing day each year, in addition to paid holidays, to focus on their wellbeing. These can be taken individually or as part of a team wellbeing activity.
Anchor days	We organise regular 'anchor days' to enable as many staff as possible to be in the office at the same time, fostering collaboration and networking.
Staff conferences	We hold two one-day, in-person staff conferences a year, offering further collaboration and networking opportunities to staff.
Volunteering days	We encourage staff to volunteer with other organisations for up to two days each year (pro rata, this is paid leave).



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

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

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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Dec24