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Network Engagement Assistant Candidate Information Pack

Position:	Network Engagement Assistant
Closing date:	9am, Wednesday 10 September 2025
Interview date:	Monday 22 or Tuesday 23 September

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: Network Engagement Manager – Rosalyn Stewart
Email: RosS@cpre.org.uk
Direct line: 020 7981 2836

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 19 September.

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.

Please note that we only accept applications from candidates with the right to work in the UK for the intended duration of the appointment. If you are shortlisted for interview, we will conduct a right to work check prior to the interview.

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

In this role, you'll be part of the small network engagement team, working alongside the volunteering and participation team, in the Communities and Participation directorate.

You'll assist with supporting, championing and enabling effective collaboration with the network of county-based local CPRE charities across England.

This role has a communications focus and involves editing a weekly email newsletter and an intranet. You'll be the first point of contact for local CPRE staff and volunteers with queries about the work of their local charities. You'll organise and support online meetings and events and be involved with measuring and reporting the effectiveness of our work.

The Communities and Participation team is mainly home-based, so applications are encouraged from remote workers with the expectation of travel to meetings and events approximately twice a month, for which expenses are covered.

Full training will be given in all aspects of this role, along with ongoing support and opportunities for development.

Main areas of responsibility - the day-to-day work

As part of a small team you'll work closely with the Network Engagement Manager to support our local network of county-based local CPRE charities and help them to collaborate with the work carried out at a national level.

A typical week in the Network Engagement Assistant role involves the editing and sending of an e-newsletter to volunteers and staff, updating and developing an intranet which we use specifically to share information, resources and events with local CPRE charities. You'll assist national CPRE teams to collaborate with the local charities, by organising and supporting regular online meetings and webinars. You'll help to answer email queries and questions on a daily basis and signpost people to internal and external sources to find the information they need. You'll also measure and report on our work to ensure its effectiveness.

Interviews will take place either online or in person depending on where candidates live. Following interview, candidates may be invited to speak with the director of the Communities and Participation directorate on the afternoon of Wednesday 24 September.

AI will not be used in the recruitment process for this role.

Salary

The starting salary will be **£29,269** for a role based in our National Office in London or **£25,134** for a home-based role outside of the London travel to work area.

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.



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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. Applications are also encouraged from remote workers with the expectation of travel approximately twice a month.
Probation	The post will be subject to a six-month probationary period. Probationary periods may be extended if further time is required.
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.

Working for CPRE

We know that it is important to understand what it will feel like to join a new organisation. This is what we are committed to be as a place to work and thrive:

Our people make us who we are: You will join friendly, supportive and passionate colleagues working together to make a difference for the countryside. We collaborate across teams to inspire one another, and we celebrate our achievements together. You will be part of an incredible network of staff, volunteers and members, nationally and locally, all working to secure the future of the countryside.

A trusted and enduring impact: We've been standing up for the countryside for almost 100 years and with your energy and contribution will continue to do so. From our earliest days we've shaped government policies about the countryside, from the creation of National Parks and Green Belts to preventing damaging changes to planning legislation. We'd love you to be part of our future impact.

A role where you can grow: Build your career through roles with real breadth, with the opportunity for early involvement and to work with colleagues you can learn from. You will gain experience fast and achieve much. We will support you to build skills and knowledge that organizations will value wherever your career journey takes you.

With time to be you: Our work is inspiring, varied and fast-paced but we also know it is important to make time for ourselves. We offer an employment package that provides support for your wellbeing and a work environment with a commitment to inclusion. It's important to us that you can be yourself at CPRE, enjoy the work you do and feel like you belong.

Here's some more detail on our benefits:

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.
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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.
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.
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.
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).

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.



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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 2024: <https://www.cpre.org.uk/news/2024-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.
Connected:	We value lasting and effective relationships. We invite and encourage collaboration to find what is best for the countryside we love.
Trusted:	We use evidence, knowledge and experience to influence positive change. Others believe what we say because they know we can back it up.
Inspirational:	We bring ambition and determination to everything we do. We channel our passion to motivate others and encourage them to act.

If you have not already completed our equality, diversity and inclusion monitoring form and would like to, please click on the link below [here](#). Your response will be anonymous. Thank you for your help.

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