Policy and Advocacy Officer Candidate Information Pack

Position:	Policy and Advocacy Officer
Closing date:	Monday 14 December 2026
Interview date:	Wednesday 6 January 2027

This candidate information pack includes:

- Information about the vacancy and outline terms and conditions of employment
- Background information about CPRE
- 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: Claire Convallaria, Head of Campaigns: Landscape and Land Use
Email: clairec@cpre.org.uk
Direct line: +44 20 7981 2840

To apply

Please download and review the candidate pack before applying. In your covering letter you should address the criteria outlined in the job and person specification; failing to do so will mean you will be unlikely to be shortlisted. To complete your application, please answer the questions within the online application form and upload your CV and covering letter.

Right to work

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.

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.

Laura Millar, People Manager

About the role

This is an exciting time to join CPRE. Our new Head of Campaigns for Landscapes & Land Use is building an ambitious programme of work on land use, nature, climate and agriculture, and you'll help shape it from the start. As our Policy & Advocacy Officer, you'll turn evidence and local stories from our network into influence: drafting consultation responses, briefing MPs and officials, and building alliances across the sector. You'll be part of a friendly, collaborative Campaigns & Communications team. The role is hybrid, combining home working with time in our London office in SE1, a short walk from Westminster.

Salary The starting salary will be £36,000-£42,000 depending on experience

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 Sustainable Ventures, County Hall, Belvedere Road, London SE1 7PB. 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.
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/four weeks' notice of termination of employment is required from employer or employee. After satisfactory completion of your probationary period, four/eight 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 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.
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

We champion and celebrate the countryside. We shape solutions for the sustainable use of land and challenge bad decisions which lead to the loss of countryside and nature.

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: https://www.cpre.org.uk/about-us/who-we-are/local-groups/

What we do

We stand up for the countryside
We champion the value of our countryside and call out decisions that put it at risk. We work with communities, experts and decision-makers to protect and regenerate the countryside.

We promote solutions and positive change
We advocate for policies that support sustainable land use, well-designed development and a thriving natural environment. Our research, evidence and policy work help drive better decisions nationally and locally.

We show what's possible
We deliver practical projects across the country that improve landscapes, enhance nature and strengthen local places. By working alongside communities, we demonstrate that positive change is both achievable and lasting.

We build a movement for people who care
We bring people together – from long-standing supporters to new voices – to help shape the future of the countryside. By growing a diverse movement, we empower more people to speak up, take action and make a difference.

Our mission

(what we need to do to achieve our vision):
To promote, enhance and protect a thriving countryside for everyone's benefit.

The areas that we're working on: https://www.cpre.org.uk/action/

What we say and do: https://www.cpre.org.uk/about-us/what-we-say-and-do/

Campaign to Protect Rural England

Our impact in 2025: https://www.cpre.org.uk/news/2025-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.

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