



The
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Centenary Campaign Lead Candidate Information Pack

Position: Centenary Campaign Lead (maternity leave cover)

Closing date: 10am on Tuesday 5 November 2024

Interview date: First interviews: Wednesday 13 November
Second interviews: Wednesday 20 November

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: Ruth Evans, Director of Fundraising & Supporters

Email: RuthE@CPRE.org.uk

Direct line: 07966 275745

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 **8 November**.

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 six months after the interview date, at which point it will be destroyed. Our privacy policy can be viewed on our website [here](#).

Equality, diversity and inclusion form

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

Jenny Bulman, Operational Effectiveness Manager



About the role

The 2026 Centenary is a significant milestone in CPRE's history. This critical role will play a pivotal part in ensuring the success of the campaign. The postholder will be responsible for developing and managing the Centenary project management plan and engaging key stakeholders, including trustees, volunteers and supporters, internally and externally throughout the organisation, nationally and locally; monitoring objectives; and identifying and mitigating any associated risks.

With exceptional relationship building skills, you will support delivery of the Centenary Appeal, working closely with fundraising teams, and ensure our HNWI donors, key funders and volunteers are stewarded appropriately. Central to this role is taking everyone with us throughout the build-up and delivery of the Centenary Campaign, providing energetic stewardship for high value supporters, identifying new opportunities and helping to co-ordinate and deliver a wide programme of high-profile Centenary events and activity across fundraising.

Working for CPRE

Salary The starting salary will be £46,324 (London) and £41,185 (out of London). Part-time, 3 or 4 days a week will be considered, with pro-rata salary.

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. 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.

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, four weeks' notice of termination of employment is required from employer or employee. After satisfactory completion of your probationary period, eight 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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