



Trust Officer - Candidate Information Pack

Position: Trust Officer

Closing date: Midday, Tuesday 7 February 2017

Interviews: Monday 13 & Tuesday 14 February 2017

This Candidate Information Pack includes:

- Background information about CPRE and the vacancy
- Outline terms and conditions of employment
- Role profile (separate document)
- Application form (separate document)

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

Joanna Chiffe, Head of Trusts and Major Gifts
e-mail: joc@cpre.org.uk
direct line: 020 7981 2857

If you would like to apply for this post, please return your completed application form to jobs@cpre.org.uk. Please note that CVs will not be accepted.

Regretfully, we will be unable to contact candidates who have not been shortlisted for interview. If you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful.

Thank you for your interest in working for CPRE.

Jenny Bulman
Corporate Services Manager

ABOUT THE CAMPAIGN TO PROTECT RURAL ENGLAND

CPRE fights for a better future for England's countryside.

The countryside is unique, essential, precious and finite - and it's in danger. While some rural development is needed and can be beneficial, every year, green fields are unnecessarily lost forever to urban sprawl, new roads, housing and other development. Rural shops and services are under pressure and intensive farming is changing the character of the countryside. Climate change, too, is having serious impacts on the rural environment. Yet, the English countryside remains beautiful, diverse and inspiring - a national treasure of great public benefit - thanks largely to the planning system that CPRE has done so much to shape.

Locally and nationally CPRE stands up for the countryside, protecting it from the threats it faces, and working to shape its future for the better. We don't own land or represent any special interests. We're a grassroots organisation, with more than 200 local groups, a branch in every county and over 60,000 members and supporters. At the same time our national office employs about 40 staff providing the countryside with a voice in Westminster and in the media. Our local knowledge and national profile means CPRE is effective in tackling the current pressures and the wider challenges the countryside faces.

We believe a beautiful, thriving countryside is important for everyone, no matter where they live or how old they are. Millions of town and city dwellers recharge their batteries with a walk or a bike ride in the local Green Belt, spend weekends and holidays in our National Parks, and enjoy fresh locally produced food. People who live and work in rural areas help keep our countryside beautiful and productive. People everywhere value the countryside for what it is, what it represents, and simply because it exists.

CPRE has been standing up for the countryside for almost 90 years. Without us, the countryside would be a very different place - and England would be poorer for it. While the countryside is important to the local and national economy, its value is far greater than that: it is a vital part of our well-being and our national identity.

We will continue to stand up for the countryside, so it can sustain, enrich and inspire us for generations to come.

TRUST OFFICER

This is a challenging but exciting time for fundraising at CPRE. As well as adjusting to an evolving external fundraising climate with increased scrutiny and regulation, we are embarking on a new Strategic Plan. We need to grow our income to ensure we can continue to be influential in setting out how England can achieve both necessary development and a more beautiful, better loved countryside at a time when it is under huge pressure.

We have started to lay the foundations for the development of a proactive and ambitious Major Gifts programme to harness and support CPRE's work and are now seeking a Trust Officer to build on this work and reinvigorate the Trust programme.

This position reports to the Head of Major Gifts and will focus on developing, implementing and promoting fundraising strategies and programmes to maximise income from Trusts.

With experience of planning and delivering a range of Trust fundraising programmes, including high level application programmes, you will be a good communicator, numerate and organised and will be familiar with the fundraising techniques available to maximise Trust supporter loyalty and giving.

Additional Information

Other useful documents you may want to read:

- [Annual Review 2015](#)
- Our [Vision for the Countryside](#)
- [Trustees' Annual Report and Financial Statements 2015](#)

Working for CPRE

Salary	<p>The starting salary will be in the range £27,064 to £30,006. The starting salary will normally be at the bottom of the appropriate band; however, a higher salary may be offered where an individual has exceptional levels of relevant experience. Pay increases within the pay range are based on line manager recommendation arising out of the performance review process.</p> <p>The pay structure is reviewed annually to ensure that it remains market competitive.</p>
Hours of work	<p>35 hours per week. Normal office hours are 9.30am to 5.30pm with one hour (unpaid) for lunch every day. Occasional evening and weekend work is required, time off in lieu is provided, and there may be travel around England.</p>
Place of work	<p>Normal place of work is CPRE's National Office, 5-11 Lavington Street, SE1 0NZ.</p>
Working culture	<p>CPRE has an inclusive and friendly working culture.</p> <p>We involve staff in setting the operational 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 feedback from their manager on their achievements and performance in the role.</p> <p>There is an all staff tea break every Wednesday afternoon with staff taking turns to bring in snacks and cakes. We have an annual staff day out during the summer where we leave the office to spend time in the countryside.</p>
Holidays	<p>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.</p>
Probation	<p>The post will be subject to a three-month probationary period.</p>
Pension	<p>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.</p> <p>Staff members make a personal monthly contribution of a minimum of one per cent of salary.</p>
Life assurance	<p>CPRE has an employee life assurance policy which covers all staff during their employment with CPRE. The policy pays four times annual salary.</p>
Employee assistance	<p>CPRE subscribes to an employee assistance programme. Staff can access a free 24 hour confidential telephone counselling and advisory service. The service also provides confidential face-to-face counselling.</p>
Notice	<p>During the probationary period, one 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.</p>
Flexible working	<p>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.</p>