



The countryside charity  
Bedfordshire

## **Job opportunity**

### **Manager, CPRE Bedfordshire**

**21 hours a week**

**Salary: £16,800-£18,000 depending on experience (Actual Salary)**

Full time equivalent (£30,000-£32,175)

**Closing date: Friday 7<sup>th</sup> February, 5pm**

CPRE Bedfordshire is looking to appoint a dynamic and capable person to run our local environmental charity. As Manager you will have the opportunity to support projects that build biodiversity, protect and promote the countryside and widen access while ensuring the CPRE Bedfordshire is well managed and sustainable. This includes overseeing the Bedfordshire Hedgerow Heroes Project and the biennial Living Countryside Awards.

The role is wide-ranging, varied and flexible. It is an opportunity to play a central and crucial role in a respected local environmental organisation, working alongside a group of committed and highly capable volunteers, to make a difference to the countryside and natural environment of Bedfordshire.

### **To apply**

Candidates should read the job and person specification then send in a CV and a covering letter. Please make sure you address the criteria outlined in the job and person specification; failing to do so will mean you will be unlikely to be shortlisted. Please send your completed application to [lois.wright@cprebeds.org.uk](mailto:lois.wright@cprebeds.org.uk) by the closing date.

CPRE Bedfordshire is an equal opportunities employer.

## **Job description**

### **Manager, CPRE Bedfordshire**

**Hours of work:** 21 hours per week.

**Location:** This can be flexible with at least one day a week in the Bedford office and some home based, with occasional travel to attend meetings.

Salary: £16,800-£18,000 depending on experience (Actual Salary)

Full time equivalent (£30,000-£32,175)

Plus a contributory pension scheme (CPRE Bedfordshire Contributes 6%, Employee 2%)

**Reports to:** The Chair of Trustees

**Purpose of the Role:** To oversee the operational management of CPRE Bedfordshire, raising its profile, supporting a team of dedicated volunteers and promoting a range of campaigns and activities.

#### **KEY RESPONSIBILITIES:**

The role is carried out with the support of a part time Website Content Creator and a team of dedicated volunteers and proactive Trustees. You are responsible for the management of the Website Content Creator and Volunteers.

#### **1. Marketing and campaigning**

- Continue to raise the profile and reputation of CPRE Bedfordshire by regular marketing and communication across digital and non-digital channels.
- Build successful relationships with partner organisations, local community groups, action groups, politicians CPRE members and staff.
- Organise occasional events and promote and oversee activities such as workshops and talks.
- Identify, support and drive forward CPRE Bedfordshire's campaign objectives. Including attending national CPRE meetings and initiating engagement with national CPRE campaigns where appropriate.
- Work with CPRE Bedfordshire's planning team leaders to raise awareness of planning issues that impact the countryside. This includes contributing to briefing papers and position statements, and supporting local action groups.
- Manage and develop special projects including the biennial Living Countryside Awards and the Bedfordshire Hedgerow Heroes project working with Trustees, volunteers, staff and partners to ensure delivery.

## **2.Income generation:**

- Work with the Fundraising Working Group to implement the fundraising strategy and identify opportunities to generate income such as developing membership of CPRE Bedfordshire, corporate sponsorship and individual giving,
- Prepare and present bids for grants from trusts, parish and town council and other potential donors.
- Oversee the management of the membership database and support existing members.

## **3.Charity management:**

- Ensure that the office is effectively managed and that efficient systems are in use.
- Recruit, support and manage volunteers to develop the work of the CPRE Bedfordshire and its activities.
- Ensure that communications are responded to and that liaison is maintained with National CPRE, other CPRE groups and relevant community organisations.
- Work closely with the Board of Trustees to develop a strategic plan and ensure its implementation.
- Attend the bi-monthly Executive meetings, and the CPRE Bedfordshire AGM, advising the Board of Trustees on relevant matters.
- Work with the Treasurer to prepare and manage the budget and oversee the day-to-day financial management of the charity.
- Work with the Trustees to organise the AGM and tasks relating to governance of the charity.

## **Person specification**

What you need to do the job

- Experience of working independently, making sound decisions based on evidence
- Good administrative and IT skills with a knowledge of using Microsoft 365
- Working collaboratively with the ability to engage with a wide range of people
- Good writing skills with the ability to write for various audiences
- Good interpersonal skills with the ability to influence others at all levels both internally and externally
- Good time-management skills and the ability to prioritise workload
- Campaigns and/or marketing experience
- Experience of charity fundraising and/or membership development
- Previous experience working for charities or the voluntary sector
- Willingness be an active contributor, sharing knowledge and expertise
- Experience of volunteer management

In response to circumstances, the Manager's duties may be subject to reasonable alteration from time to time. The Manager will be required to work flexible hours, which can include activities on evenings and weekends and travel within Bedfordshire. The post is based on working three days per week, but this can be flexible.

*We're committed to creating an inclusive and diverse workplace at CPRE Bedfordshire, not just because it's the right thing to do, but because diverse workplaces can make better and more creative decisions. Whatever your background, we welcome your application.*

**How to apply:**

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After reviewing this information, if you have any questions about the role or would like to discuss it further, please contact: Lois Wright at [lois.wright@cprebeds.org.uk](mailto:lois.wright@cprebeds.org.uk) or leave a message on 01234 880624.