

## **CPRE SUSSEX: POST DESCRIPTION - DIRECTOR**

**Post Title:** Director

**Responsible to:** Branch Chairman and Executive Committee

**Mission:** To assist CPRE Sussex in the achievement of its objectives which are the promotion of the beauty, tranquillity and diversity of the Sussex countryside by encouraging the sustainable use of land and other natural resources in town and country.

### **RESPONSIBILITIES:**

The Director is responsible for the co-ordination and administration of the activities of CPRE Sussex, including:

#### **1. Membership**

- 1.1 Developing the organisation; leading in the recruitment of members and the training and support of volunteers and individuals who champion a particular issue.
- 1.2. Building up and supporting District and interest groups  
  
(District groups are engaged commonly in responding to consultations, monitoring Planning Applications and, it is expected, engagement with Neighbourhood Planning.)
- 1.3. Making sure that that individual members and local groups receive relevant information and are aware of events and opportunities for training.
- 1.4. Developing and supporting the Branch's fund raising strategy.

#### **2 Campaign Management**

- 2.1 Advising the Chairman and Trustees on significant issues where Trustees and members need to take action or where a Branch campaign may be required.
- 2.2 Supporting and/or managing such campaigns, as prioritised and authorised by the Executive Committee.

#### **3 Public Relations**

- 3.1 Utilising the press, television, radio, digital and social media, to raise awareness, inform and shape opinion.
- 3.2 Ensuring that the views of CPRE Sussex are appropriately presented at, for example, Planning Committees, appeals to the Planning Inspectorate, consultations and other public meetings.
- 3.3 Developing and maintaining relationships with other local and national groups interested in the countryside, collaborating when appropriate to achieve campaign objectives. Mapping key contacts, individuals and organisations across Sussex
- 3.4 Ensuring that CPRE Sussex maintains relationships with other Branches, the South East Region and the CPRE National Organisation.

#### 4 **Staff Management**

- 4.1 Working with the Branch Staff in managing the activities of the Branch in accordance with the operational and financial priorities set by the Treasurer and Executive Committee.

The duties of the Director may be varied or modified in response to the operational needs of the Branch, following consultation.

The Director is required to work flexible hours, which on occasion will extend to activities at evenings and weekends, and to travel within England.

### **PERSONAL PROFILE**

The successful candidate will have:

- a strong and demonstrable personal commitment to CPRE's aims and objectives
- up to date knowledge of the UK planning system, or willingness to acquire appropriate expertise quickly
- demonstrate proven high levels of interpersonal skills
- strong presentation; public speaking and written communication skills
- knowledge and skill in dealing with the all media, including social
- experience of campaigning on environmental or comparable issues is desirable
- ability to recruit, motivate and manage support staff, Trustees and volunteers
- education to degree level or equivalent, and/or experience in a similar or related role
- appropriate software skills
- experience in administering budgets
- be willing to drive, have a current driving licence and access to car with appropriate insurance.

## **TERMS AND CONDITIONS**

**Salary/Hours:** This is a part-time 0.6 post of 25 hours a week normally worked over three days: additional hours worked in any given week will normally be recompensed by time off in lieu.

In exceptional circumstances paid overtime may be authorised.

The salary is £45,000 per annum pro rata.

**Place of work:** The successful candidate is ideally based within easy reach of, or in, Sussex, and to work, when needed, from the Branch Office, near Uckfield. The post is relatively flexible but does require attendance at meetings across the whole of Sussex, you may work from home or elsewhere at other times.

**Holiday entitlement:** 28 days a year pro rata, including bank holidays.

**Probationary Period and Review:** The post will be subject to a thirteen week probationary period and the terms of the appointment will be subject to review after six months.

Following the post being made permanent a three-month notice period is required from either party.