



The countryside charity
Oxfordshire

Campaigning to protect our rural county

February 2024

CPRE Oxfordshire
20 High Street
Watlington
Oxfordshire OX49 5PY

Tel: 01491 612079
campaign@cpreoxon.org.uk
cpreoxon.org.uk

COMMUNICATIONS & EVENTS MANAGER - JOB DESCRIPTION

Hours: 15 hours per week, typically spread over 3 days

Salary: £31,000 pro rata

Length of contract: Two years

Line Manager: Branch Director

Location: Home based (preferably in Oxfordshire) or CPRE Oxfordshire Branch Office, Watlington, Oxfordshire or hybrid

Purpose of the Role

To communicate the work of CPRE Oxfordshire to policy-makers, our members and the public, with a view to raising the profile and effectiveness of our campaigns and increasing our membership and income.

Principal Responsibilities

1. Managing media relations, including:

- managing/extending the reach of our social media outlets
- liaising with the media - producing press releases, responding to enquiries and building up long-term relationships
- representing CPRE Oxfordshire to the public via radio/tv and press
- briefing the Branch Director and other spokespeople as required.

2. Events management - Helping to programme, organise and promote CPRE Oxfordshire's own events and our attendance at external events - eg Branch AGM, campaign meetings, public talks, members' events and relevant village/countryside shows.

3. Managing the CPRE Oxfordshire website and Just Giving Page

4. Producing CPRE Oxfordshire's monthly e-newsletter

5. Managing biannual member's magazine, Oxfordshire Voice, including:

- Liaising with contributors
- Writing & editing copy
- Liaison with designer.



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6. **Provide communications support and advice to our Campaigns work, including developing a longer-term communications strategy for some of our key audiences such as MPs and parish councils.**
7. **Producing occasional branch publicity materials (posters/leaflets etc) as required.**

WHAT WE NEED/WHAT ARE YOU LIKE?

Ideally you will be based in Oxfordshire and have a working knowledge of the county. The role requires some travel throughout Oxfordshire so access to own vehicle/transport is important. We reimburse travel expenses, currently @45p per mile for cars.

You will need to be comfortable with the main social media channels. Experience of Wordpress is highly desirable.

Not that we are demanding, but we'd also love to have someone who can:

- Communicate brilliantly, in person and in writing
- Absorb information quickly
- Work with anyone & everyone (experience of working with volunteers would be helpful)
- Be creative
- Juggle many tasks and meet tight deadlines
- Be a master organiser & have an excellent eye for detail
- Remain apolitical
- Be robust & resilient in the face of opposition
- Be enthusiastic and optimistic, & enjoy a challenge.

Interested? Please send your CV & covering letter to:

administrator@cpreoxon.org.uk

Becky Crockett, CPRE Oxfordshire, 20 High Street, Watlington, Oxfordshire OX49 5PY

Further information: T:01491 612079 E: administrator@cpreoxon.org.uk
www.cpreoxon.org.uk

DEADLINE FOR APPLICATIONS: Monday 25 March