



The countryside charity  
Oxfordshire

Campaigning to protect our rural county

March 2024

CPRE Oxfordshire  
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[cpreoxon.org.uk](http://cpreoxon.org.uk)

**Post:** Director for CPRE Oxfordshire

**Hours:** 28 hours / 4 days a week

**Salary:** £51,000 pro rata

**Length of contract:** Permanent

**Responsible to:** Chairman of Branch

**Location:** Home based (preferably in Oxfordshire) or CPRE Oxfordshire Branch Office, (in Watlington, Oxfordshire) or hybrid. \*1

#### **Purpose of the Role:**

CPRE Oxfordshire is looking for a Director to develop campaigns and co-ordinate our volunteer network to protect the countryside of Oxfordshire. Work with us towards a beautiful and thriving countryside that's accessible to everyone.

CPRE (the Countryside Charity) was set up 100 years ago with the aims of the '*conservation of what is beautiful and interesting in our countryside and towns and villages; and the encouragement of the right type of development*'. Today these words are just as relevant as when they were written in the 1920s and we campaign for good planning, protection from speculative development and the enhancement of nature and accessibility of our green spaces.

CPRE Oxfordshire is an independent charity, federated with 40+ county charities and a national office, giving us local, regional and national reach. The Director will work with our Trustees and network of volunteers to formulate local strategy, run local campaigns and liaise with the National Charity. The Director is assisted by a small staff team.

We are looking for an exceptional individual who can work with and motivate volunteers, take a strategic view on issues affecting the Oxfordshire countryside and represent CPRE at County and National forums. The role also involves management of the small staff team, the oversight of our finances and fundraising.

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*\* In response to circumstances, the Director's duties may be subject to reasonable alteration from time to time. The Director will be required to work flexible hours, which can include activities at evenings and weekends, and to travel within England (primarily Oxfordshire). The post is based on working four days per week. It is expected that the Director will be able to work from home but will attend the Branch office (in Watlington) regularly as part of normal management of the Branch, and will work closely with the staff team.*



## **Responsibilities:**

The Branch Director is responsible for leading and managing the Branch's activities and for reporting these to the Branch Chairman and Executive Committee. This includes:

### **1. Policy and Strategy**

- 1.1 Contributing to and implementing our position statements and strategy, as agreed by the Branch Executive Committee, in order to respond effectively to Government policies, legislation and development issues affecting Oxfordshire's countryside.
- 1.2. Overseeing responses to consultations relevant to CPRE Oxfordshire.
- 1.3 Maintaining good working relationships with CPRE National Office and other branches.
- 1.4 Developing relationships with other local/national campaign groups and Parish Councils.

### **2. Campaigns**

- 2.1 Leading and managing local Branch campaigns as agreed by the Branch Executive Committee.
- 2.2 Managing Branch resources effectively to achieve campaign objectives, including use of the expertise of staff, branch consultants and volunteers.
- 2.3 Providing support to Branch Working Groups.

### **3. Local Planning**

- 3.1 Enabling the Branch and District groups to respond effectively to strategic plans, local plans, neighbourhood planning, planning applications and related matters.
- 3.2 Assisting with public inquiries and examinations, including preparing and presenting evidence.

### **4. Membership & Fundraising**

- 4.1 Devising and implementing activities to increase recruitment of new CPRE members.
- 4.2 Devising fundraising activities in line with agreed targets in collaboration with the membership and income generation working group.
- 4.3 Promoting and maintaining active involvement of volunteers and recruiting new volunteers.

### **5. Public Relations**

- 5.1 Ensuring CPRE Oxfordshire is promoted effectively to the public and stakeholders.
- 5.2. Maintaining oversight of charity communications through different media channels.

### **6. Management of Staff, Budgets & Resources**

- 6.1 Leading and coordinating Branch staff and resources, in line with agreed priorities and budgets.
- 6.2 Managing the Branch Office including the work of the staff team.

We're committed to creating an inclusive and diverse workplace at CPRE, 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. However people from ethnic minority backgrounds and disabled people are underrepresented in the environment sector. So, if you identify as either, we'd love to hear from you.



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**How to apply:**

Interested? Please send your CV and covering letter to [administrator@cpreoxon.org.uk](mailto:administrator@cpreoxon.org.uk)

**Deadline for applications: Sunday 14 April 2024**

Further information:

T: 01491 612079

E: [administrator@cpreoxon.org.uk](mailto:administrator@cpreoxon.org.uk)

[www.cpreoxon.org.uk](http://www.cpreoxon.org.uk)