



The countryside charity  
Sussex

## CPRE SUSSEX DIRECTOR

**Term:** Permanent.

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

**Responsible for:** Staff members and freelance contractors.

**Purpose of role:** To lead CPRE Sussex towards its vision and manage its strategic direction and delivery.

### **Our purposes:**

- To enhance, promote and protect the Sussex countryside and green spaces, and to empower local communities wanting to enjoy and value the natural world in urban as well as rural areas.
- To help shape a greener future for Sussex and work to find solutions to the pressing environmental problems Sussex communities face so that decisions on the development of Sussex are sustainable.

### **Our working style:**

- We work with a wide range of organisations, businesses, and communities both in and beyond Sussex.
- We run innovative projects to demonstrate good practice, do research and run campaigns in which we champion evidence-based decision-making and wise use of natural resources.
- We evaluate our work, share our findings and act on insights to inform future activities.
- We take the learning from our work to local decision-makers and, via the National Charity, on to national decision-makers and to all those concerned with our nation's wellbeing.

### **RESPONSIBILITIES:**

The Director is responsible for leading and guiding the strategy, co-ordination, management and administration of the activities of CPRE Sussex, so that it delivers benefits that align with its purposes. Tasks will include:

## 1. Organisational development and fundraising:

- provide strategic vision and leadership by developing, with the Trustees, the Charity's strategy and operational plan
- be the public face and voice of CPRE Sussex, delivering the message about CPRE and CPRE Sussex actions to the media, the public, members, supporters, local authorities and politicians (both local and national), through all appropriate means including social media
- grow the membership and supporter base to increase the Charity's work and financial resilience
- undertake direct fundraising activities for the Charity through applications to awarding bodies, appeals and legacies and develop and maintain relationships with funders.

## 2. Partnerships and Networking:

- maintain and develop existing relationships with local partner organisations including the Sussex Wildlife Trust, High Weald AONB Unit, South Downs Society, South Downs Network and the South Downs National Park Authority
- develop and maintain effective working relationships with local authorities (both elected members and officials) and statutory bodies in East and West Sussex, and in Brighton and Hove
- raise the profile of the Charity with the residents of Sussex, other local environment groups, and relevant bodies in Sussex
- conduct constructive lobbying of MPs and elected members as a trustworthy, evidence-based body to turn to for advice
- maintain and develop a network with other organisations including potential funders
- represent the Charity at various meetings and events including any arranged by the National Charity.

## 3. Management and Governance:

- manage the Charity's staff and oversee the work of volunteers, freelancers and organisations delivering goods or services for the Charity
- manage and deliver projects the Charity has initiated and/or is a partner in
- work with the National Charity

- prepare papers for meetings of Trustees and working groups in association with office staff, volunteer leads for work areas and in consultation with the Chair and Trustees as appropriate
- create and lead delivery of action plans to enhance the charities profile and good work
- facilitate and as appropriate lead work to champion the Charity's purposes and actions on consultations, campaigns and, importantly, development planning
- work with trustees to ensure good governance of CPRE Sussex.

The duties of the Director may be varied or modified in response to the operational needs of CPRE Sussex following consultation with the Trustees.

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 the aims and objectives of CPRE Sussex
- successful track record of organisational leadership and management, including working with non-executive Boards on strategy development and delivery
- proven ability to recruit, motivate and manage support staff, Trustees and volunteers
- demonstrable high levels of interpersonal skills, enabling negotiation with stakeholders, partners and those holding different views
- strong and proven presentational skills; public speaking and written communication skills
- familiarity with the UK planning and environmental legal frameworks, or willingness to acquire a broad understanding of the relevant frameworks (several Trustees are highly skilled in these areas)
- skill and experience in dealing with the media, including social media and a willingness to appear on television and on radio
- experience of campaigning on environmental or comparable issues, or championing such issues, is desirable

- education to degree level or equivalent
- experience in a similar or related role would be an advantage
- competent with digital technology and the use of online collaboration tools
- experience in administering budgets and a proven ability to manage projects successfully
- use of public transport is encouraged; but the post holder must be willing to drive to meeting locations or other places, so needs a current driving licence and access to a car with appropriate insurance.

## **TERMS AND CONDITIONS**

**Salary/Hours:** this is a part-time 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 commensurate with the role.

**Place of work:** Ideally, the successful candidate will be based in Sussex. They will work with Trustees and other staff at locations across Sussex. The post requires attendance at meetings online and across the whole of Sussex and, on occasion, elsewhere in the UK. You may be asked to work from home, or you may make use of the Charity's office near Uckfield.

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

**Pension:** We offer a contributory pension scheme.

**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.