

CPRE Sussex Campaigns and Communications Manager

Job Description & Person Specification

Hours:	Part-time, 0.5 FTE/18.75 hours per week, some flexibility over when they are worked, but includes occasional evening or weekend working
Salary:	£35k pro rata, plus expenses
Contract:	1-year with possibility of extension
Location:	Will need to be able to work from our office near Uckfield on at least 1 day per week; flexibility over location for other hours
Holiday:	25 days per year plus Bank Holidays pro rata
Responsible to:	Director
Purpose of role:	To lead CPRE Sussex's campaigning and external affairs

Key responsibilities:

Working with the Director to develop and deliver a campaigns and projects package in line with our agreed organisational strategy, including through:

- Campaign strategy, planning and budgeting
- The development of engaging, impactful on- and offline actions
- Identifying opportunities for volunteers to deliver and extend our campaigns and projects

To develop and deliver an impactful external communications strategy in support of our campaigning and organisational goals, including:

- Creating multimedia digital content
- Conducting broadcast interviews
- Delivering presentations in person and online

To build and maintain relationships with:

- Sussex decision-makers, including MPs, councillors and council officers, in service of our campaigning goals
- Community groups, NGOs, businesses and others in Sussex, to deliver current campaigns and projects, and create new ones.

To manage campaigning and communications staff and contractors, currently including:

- Planning Campaigner
- 'Plant Your Postcode' street tree planting project manager
- Press and Media contractor

To deputise for the Director, as appropriate

Person Specification

Skills and experience	
Essential	Desirable
Proven experience in developing and delivering change-making campaign strategies, including managing budgets.	
Strong written and verbal communications skills, including the ability to create multimedia digital content, conduct broadcast interviews, and deliver presentations.	
Ability to build and maintain relationships with key stakeholders, such as MPs, councillors, council officers, community groups, NGOs, and businesses.	Familiarity with Sussex's political and decision-making landscape.
Experience in managing staff and contractors within campaigning and communications roles.	
Good understanding of Microsoft 365 environment including strong skills in Excel, Word, Outlook	Knowledge of Sharepoint and some experience managing databases/CRM systems would be an advantage
An ability to work both independently with limited supervision, and as part of a tight-knit team	
A flexible and 'can-do' attitude	
A commitment to environmental issues and the Sussex countryside	A broad understanding of how decision-making, especially in the planning system, works in Sussex and the UK