

CPRE WILTSHIRE



Best Kept Village Presentation

CPRE Wiltshire is looking for a new Project Officer to replace the present officer who is retiring soon.

The main task is to promote and run the annual Best Kept Village Competition. This requires varying amounts of time in almost every month of the year.

Promotion Tasks

The Project Officer needs to market the BKVC, especially in order to increase the number of villages that enter the Competition (currently typically 33 each year).

As well as their own work on promotion, the Project Officer will need to encourage CPRE members and BKVC judges to assist by targeting community spirit within villages, using personal contacts.

Running the Competition

There is a comprehensive BKVC Task List, developed from the past 10 years' experience, which lists tasks to be carried out in each month. Almost all communication tasks are carried out using email. In summary, these include:

- Communicating with parish clerks, directly and through Wiltshire Council.
- Communicating with sponsors and obtaining new ones if necessary.

- Issuing media releases, including photographs.
- Managing the judging team, including briefing and debriefing them collectively.
- Allocating judges to groups of villages and providing them with villages' entry documents.
- Collecting and publishing results.
- Printing and framing certificates.
- Arranging and attending the Presentation Day in September, including hosting the Lord-Lieutenant, High Sherrif, Wiltshire Council Chairman and sponsors.
- Arranging the presentations of certificates to other winners.
- Report on BKVC progress to CPRE Wiltshire quarterly Board meetings, and also via CPRE Wiltshire's monthly e-Newsletter.
- Writing articles for Wiltshire Voice, CPRE Wiltshire's own magazine.

Other Tasks

The Project Officer is likely to be asked to work with the CPRE Wiltshire Administrator and Assistant Administrator for a few extra hours per month:

- If available, assist with a small amount of CPRE Wiltshire's general administration.
- If available, assist at CPRE Wiltshire's events such as the AGM, garden visits and wine tasting.

If required, the Project Officer will be asked to attend CPRE Wiltshire's quarterly Board meetings, which are usually held in Devizes from about 7 pm to 9 pm.

Working Hours

In most months there is typically 11 hours of work to run the BKVC, but this can vary from three up to 19 hours in one month. Almost all work can be carried out at a time to suit the Project Officer.

If the Project Officer undertakes other tasks as listed above, then total working hours should normally be no more than 10 hours additional per month and should be significantly less than this in some months.

Remuneration

Remuneration will be discussed with short-listed candidates.

Location

CPRE Wiltshire does not have an office. The Project Officer will work from their home. Small amounts of travelling will very occasionally be required, for which a mileage allowance can be claimed.

PERSON SPECIFICATION

The Project Officer must be a proactive individual with initiative, able to work unsupervised, to manage volunteers and also to liaise with the Lord-Lieutenant and other senior people. They must also have some project management experience. Ideally they should have some event management experience.

APPLICATIONS

Please send a short, relevant CV to Geraldine White, CPRE Wiltshire Administrator, by email to admin@cprewiltshire.org.uk .