

## **Job Description**

**Job Title:** Planner

**Responsible to:** Director

**Main Purpose of Job:** The Planner will support CPRE Kent's work across the full range of land use planning issues, in particular by providing input to the consultation processes which are taking place throughout Kent and Medway on the preparation of Local Plans and major development proposals. This will require close working with the District Committees of CPRE Kent. The post holder will also help develop and execute the campaigns CPRE Kent undertakes to better protect the environment of Kent and the improvement of the quality of rural life.

### **Responsibilities:**

The Planner will:

1. Assist with the development of CPRE Kent policy on planning topics and, where appropriate, contribute to CPRE policy development at regional and national level.
2. Work with the CPRE District Committees to ensure professional and articulate responses are made to Local Plan and other major planning consultations.
3. Represent CPRE Kent at examinations in public and public inquiries.
4. Provide support to CPRE District and Specialist Committees, including contributing to the delivery of planning training, to help build capacity and expertise within the organisation.
5. Ensure effective joint working with other environmental NGOs, parish and town councils, amenity groups and local communities as necessary.
6. Respond to enquiries from members and the public on local planning problems, and assist or advise as appropriate.
7. Contribute to the development and delivery of CPRE's general campaigning as required.
8. Assist the Director and Trustees by representing CPRE Kent at meetings, conferences, presentations and campaigning and recruiting activities.

CPRE Kent is a small charity and the duties of this post may be subject to reasonable alteration from time to time. The post holder will be expected to carry out other tasks required in the furtherance of CPRE's wider objectives, and will need to be able to work flexible hours, which on occasion extend to meetings at evenings and weekends and to travel within Kent and occasionally beyond.

## Person Specifications: Planner

Attribute	Essential or Desirable	Required Evidence
<b>Qualifications</b>		
RTPI accredited Degree or Diploma in Town & Country Planning	E	Certificate
Corporate membership of the RTPI or eligible for membership	E	Certificate
<b>Experience &amp; Knowledge</b>		
Minimum of 2 years post qualification experience with a focus on planning policy	E	Application, Interview & References
Some experience in development management	D	Application, Interview & References
Sound knowledge of planning legislation and operation of the planning system generally	E	Application & Interview
Sound knowledge and understanding of policy formulation and plan making process	E	Application & Interview
Experience of giving evidence at EIPs and Inquiries	D	Application & Interview
Knowledge of role and purpose of environmental NGOs	D	Application & Interview
Knowledge of CPRE's purpose and objectives	E	Application & Interview
Commitment to Continued Professional Development	E	CPD Record
<b>Skills &amp; Abilities</b>		
Computer literate and proficient in Microsoft Office	E	Application & Interview
Good written and verbal presentational skills	E	Application & Interview
Ability to work with minimum supervision	E	Application & Interview
Ability to understand complex and technical planning issues	E	Application & Interview
Ability to manage and meet demanding deadlines	E	Application & Interview
Ability to communicate clearly and simply with both lay people and fellow professionals	E	Application & Interview
<b>Special Requirements</b>		
Possess current driving licence and have access to a car when needed	E	Application & Interview
Professional, friendly and confident manner in dealing with others	E	Interview
Preparedness to work flexibly as required by the organisation	E	Application & Interview
Open to changes in working practices	E	Application & Interview

