



The countryside charity
Kent

Planning officer candidate information pack

Position: Planning officer

Closing date: Monday 17th August

Interviews: Anticipated first week of September (to be confirmed).

This candidate information pack includes:

- Background information about CPRE Kent and the national network of CPRE, the countryside charity
- Outline terms and conditions of employment
- Job and person specification (separate document)
- Application form (separate document)

If you would like to apply for this post please return your completed application form to info@cprekent.org.uk. Please note that CVs will **not** be accepted. If you are shortlisted we are likely to contact you by telephone no later than 31st August. If you don't hear from us within two weeks of the closing date, please assume that your application has been unsuccessful.

If, after reviewing this document, you have any questions about the role or would like to discuss it further, please contact info@cprekent.org.uk or 01233 714540 (please note that during the Covid-19 restrictions the office may not be open during all normal times). Most staff and trustees are working from home and if you are shortlisted, your interview may take place online.

Thank you for your interest in working for CPRE Kent, the countryside charity.

CPRE Kent - The Countryside Charity

CPRE Kent, Queen's Head House, Ashford Road, Charing, Kent TN27 0AD
www.cprekent.org.uk Phone 01233 714540 Email info@cprekent.org.uk

Registered charity (number 1092012), limited company registered in England (number 4335730)

About CPRE Kent, the Countryside Charity

[CPRE Kent](#) is one of the largest and busiest county branches within the national network of [CPRE](#), the countryside charity. CPRE campaigns to promote, enhance and protect the countryside for everyone's benefit, wherever they live. We work with communities, businesses and government to find positive and lasting ways to help the countryside thrive – today and for generations to come.

What we do

We promote rural life to ensure the countryside and its communities can thrive.

We empower communities to improve and protect their local environment.

We connect people with the countryside so that everyone can benefit from and value it.

Through all our work we look at the role of our countryside in tackling the climate emergency, including seeking ways to increase resilience and reduce impact.

Additional useful information

Our vision: www.cpre.org.uk/about-us/who-we-are/our-vision/

Explore a summary of our strategy: www.cpre.org.uk/resources/our-strategic-plan/

See the work of CPRE Kent: www.cprekent.org.uk

Our network of local groups: www.cpre.org.uk/about-us/who-we-are/local-and-regional-groups/

Working for CPRE Kent

SALARY	The starting salary will be £35-39k, depending on the level of skills, experience and ability the successful candidate brings.
HOURS OF WORK	35 hours per week. Normal office hours are 9am to 5pm with one hour (unpaid) for lunch every day. Occasional evening and weekend work is required; time off in lieu is provided. There is likely to be the requirement to travel around Kent and occasionally further afield.
PLACE OF WORK	Normal place of work is the CPRE Kent office in the medieval village of Charing, at the heart of Kent. At the time of writing most staff and trustees are working flexibly from home in light of the Covid-19 restrictions. It is possible that the successful candidate will be asked to work from home on a temporary basis. We are keeping this situation under constant review.
HOLIDAYS	25 days per calendar year, increasing by one day per full year of service up to a maximum of three days. Paid leave is also given for public holidays.
PROBATION	The post will be subject to a six-month probationary period. Probationary periods may be extended if further time is required.
PENSION	CPRE Kent offers a personal pension contribution of six percent of salary. Staff members make a personal contribution of a minimum of one percent of salary. This contribution may increase in the future in line with government requirements.
NOTICE	During the probationary period, one week's notice of termination of employment is required from employer or employee. After satisfactory completion of your probationary period, four weeks' notice of termination of employment is required from employer or employee.
FLEXIBLE WORKING	We offer a flexible working policy where necessary. Where agreed by your line manager you are able to alter your working hours or work from home on agreed days.