



The countryside charity  
Kent

# Planning Officer

## Job Description

**Job Title:** Planning officer (full or part time)

**Responsible to:** Director

CPRE Kent, the countryside charity, is seeking a full -time planning officer to work alongside its existing dedicated team of staff, trustees and other volunteers. While our preference is to appoint a full-time role, we are prepared to consider applicants who wish to work part-time or job share.

**About us:** CPRE Kent is part of the national network of CPRE. Our network campaigns for a thriving, beautiful countryside rich in nature and playing a crucial role in our nation's response to the climate emergency. From changing lifestyles and changing agricultural practices to the demands of economic growth and an urgent need for housing, our countryside is under constant pressure. But we know that people are passionate about nature and the environment, concerned about its future and our relationship with it, and increasingly aware of the health and wellbeing benefits of being outdoors. We see opportunities as well as challenges. You will join a small team of enthusiastic and dedicated staff who include two highly experienced part-time planners as well as a Director, a Marketing and Office manager and a part-time Communications and PR specialist. This team reports via the Director to a Board of Trustees.

CPRE Kent is based in pleasant offices in the medieval village of Charing, at the foot of the Kent Downs AONB in the heart of Kent. At present, due to the Covid-19 pandemic, most staff are working from home. In normal circumstances, we will continue to welcome approaches from candidates who need to work flexibly. This might be remote working, flexible start and finish times, or compressed hours. Please talk to us about the flexibility you might need, and we will explore what is possible for the role.

**About the Job:** The Planner will support CPRE Kent's work across the full range of land use planning issues, by providing input to the consultation processes throughout Kent and Medway on the preparation of Local Plans, and will comment on major development proposals as well as helping to guide our members and volunteers. This will require close working with the District Committees of CPRE Kent. The post holder will also assist in developing and executing the campaigns CPRE Kent undertakes in furtherance of its charitable objectives, and occasionally in consultations, in conjunction with the rest of the CPRE Network, on wider planning policy matters.

**Responsibilities:**

1. Assisting with the development of CPRE Kent policy on planning topics and, where appropriate, contribute to CPRE policy development at regional and national level.
2. Working with the staff team and with CPRE District and Specialist Committees to ensure professional and articulate responses are made to Local Plan and other major planning consultations.
3. Representing CPRE Kent at examinations in public and public inquiries, as part of a team of staff and volunteers.
4. Providing support to CPRE District and Specialist Committees, including supporting in the delivery of planning training, to help build capacity and expertise within the organisation.
5. Contributing to effective joint working with other environmental NGOs, parish and town councils, amenity groups and local communities as necessary.
6. Responding to enquiries from members and the public on local planning matters, and assisting or advising as appropriate.
7. Contribute to the development and delivery of CPRE's Kent's general campaigning as required.
8. Assist in 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 Kent's wider objectives, and will occasionally 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 Specification

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 equivalent or eligible for membership	D	Certificate
<b>Experience &amp; Knowledge</b>		
Minimum of 2 years post qualification experience with a preferred focus on planning policy	E	Application, Interview & References
Experience in development management	E	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
Knowledge of Kent's particular challenges and links to the county's planning network	D	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 communication and 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	D	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