



## Job and person specification:

### Planning Officer

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Department: Campaigns & Policy

Location: CPRE national office

Reporting to: Head of Land Use & Planning

Responsible for: No direct staff reports

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#### Job summary

Contributing towards CPRE's policy and campaigning work on spatial planning through providing high quality research and information, as well as training and support to planning representatives in the wider CPRE network

#### Scope

- Makes operational decisions on the day to day project management and delivery of research, campaign and policy outputs
- Helps develop policy, research and campaign strategies and will consult with Head of Land Use & Planning on decision making with wider team implications
- Produces policy and campaign briefings and communications for the CPRE network, public and supporter audiences
- Represents CPRE occasionally in political and public fora, primarily in a focused planning policy context
- Makes some recommendations on policy and campaigns strategy to key internal stakeholders particularly the CPRE network

#### Key relationships

- Internally – colleagues across departments and within own team
- Networks – specialists, academics, community organisations, county branches and volunteers
- External - stakeholders including political, donor, media and other organisations where relevant to scope

#### Key areas of responsibility

- Support the development and delivery of policy and campaign outputs on spatial planning that deliver CPRE's aims and objectives
- Research and analyse issues on spatial planning for a range of internal and external stakeholders
- Produce policy and campaigning materials for a range of audiences that help increase engagement
- Support the development of compelling proposals for policy reform and solutions on better spatial planning



- Work collaboratively with local and community based partners and individuals to develop policy solutions on spatial planning
- Build and maintain a network of appropriate contacts internally and externally on spatial planning
- Role model CPRE's values and behaviours
- Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth
- Support Team colleagues as so directed and help support other teams as so requested

## Essential

A planning qualification or relevant understanding and experience of the UK planning system

Some policy and campaigning experience including working for charities, particularly on issues relevant to planning, the climate emergency and/or health and wellbeing

Experience of undertaking research and policy analysis to understand issues and inform recommendations and solutions

Good written and oral communication skills

Good project management and organisational skills

## Desirable

Chartered membership of the Royal Town Planning Institute (RTPI) or other built environment professional body, or working towards membership

Experience of working in a network-type organisation

Experience of community based campaigning

Working collaboratively across a similar sized organisation

Knowledge and experience of Geographical Information Systems (GIS)