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## Job and person specification: Spatial Planning Lead

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Department: Campaigns & Policy

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Location: National CPRE, London N1

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Reporting to: Head of Policy & Planning

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Responsible for: n/a

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### Job summary – the big picture

- To develop and deliver CPRE's policy and influencing priorities relating to spatial planning in a devolved context in pursuit of CPRE's [strategic aims and objectives](#).

### Scope

- Makes most thematic/issue based decisions in their area, including some strategic and constant operational ones
- Some autonomy to develop influencing strategies, but will consult with Head of Policy & Planning on significant or medium risk decisions
- Some authority to sign off campaign and policy briefings for political and specialist audiences and consults with Head of Policy & Planning on media outputs relevant to the role
- Represents CPRE in political and public fora, occasionally at a high level
- Makes recommendations on influencing strategies to key internal stakeholders including the CPRE network of local groups

### Key people – who you will be working with

- Internally - own team, other C & P teams
- Externally - represents CPRE at medium level policy, political, donor, media and partner audiences
- Networks - regular contact with specialists/experts, academics, thought leaders, network team and CPRE county groups

### Main areas of responsibility - the day-to-day work

- Lead the shaping of policy and influencing priorities on spatial planning policy issues in line with CPRE's strategy and the Policy & Planning operational plan
- Develop and lead programmes and projects on spatial planning policy issues
- To research and write technical reports to influence specialist audiences and opinion formers
- To communicate complex policy messages and advice to internal and external stakeholders



- To provide policy and campaigns support and advice to CPRE's network on spatial planning policy issues
- To ensure fulfilment of strategic objectives and values, ensuring efficient use of resources, and providing good communication and project management
- Role model CPRE's values and behaviours
- Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth
- Support Operational Management Team on any other relevant issue as so required

## Selection criteria – what you need to do the job

There are three key requirements for this post:

- (i) Expertise – a credible and effective understanding of the planning system
  - (ii) Collaboration – a proactive approach to building relationships both within and outside CPRE
  - (iii) Inspiration – a strong identification with CPRE's strategic aims and objectives and a clear desire to help achieve them.
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We have three critical criteria which define how we see this post. All three are interlinked.

1. The ability to apply specialist planning knowledge, including an understanding of diversity and environmental justice, to support campaigns and/or influence public policy decisions.
  2. The ability to build new and existing relationships with a diverse range of colleagues and stakeholders, and communicate effectively with careful attention to detail.
  3. The ability to devise and take forward campaigning and policy initiatives to support CPRE's strategic aims and objectives.
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Qualifications:

4. Significant spatial planning policy knowledge and experience (at least three years), including working for or with charities, on one or more of: environmental conservation and enhancement; housing supply; and addressing climate change
  5. Professional Spatial Planning qualification (Royal Town Planning Institute accredited) or RTPI Chartered membership
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Skills and experience:

6. Ability to analyse relevant issues and take sound decisions based on available evidence
  7. Ability to network, negotiate with and influence relevant specialist and political audiences
  8. Ability to communicate effectively, orally and in writing, for both expert and non-expert audiences
  9. Ability to understand, create, and manage high quality data relevant to CPRE work on spatial planning
  10. Ability to initiate and manage relevant projects with clear focus and outcomes, detailed accurate and flexible planning, and teamworking to tight deadlines.
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Occasional evening and/or weekend work will require some flexibility in working hours from time to time.



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All staff are expected to be self-sufficient in administration and fully able to work with relevant IT including Microsoft Office 365, Internet search engines, and customer relationship management (CRM) systems.