CPRE Kent – PT Planning Officer

Job Description

Job Title: Planning Officer

Responsible to: The Director

Hours and Salary: This is a part time post at 15 hours per week. £33K per annum (= £13,200 on 15 hours a week)

Closing date: Friday 11th April 2025

Interviews Scheduled for: Thu 24th April 2025 at Charing, Kent

CPRE Kent, the countryside charity, is seeking a part time planning officer to support the existing planning team and the other dedicated staff, trustees and volunteers.

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 and biodiversity emergencies. From changing lifestyles and changing agricultural practices to the demands of economic growth and a need for housing, our countryside is under constant pressure.
CPRE campaign for proper affordable housing to address the housing crisis. We want to see a brownfield first approach and for at least 60% of the target solar to be rooftop based, rather than witness the further chipping away of our best and most versatile farmland. In doing so we work for the protection of our countryside and thus a sustainable future.

You will join a small team of enthusiastic and dedicated staff who include the Director, two highly experienced Planning Officers, an Office /General Manager and a Press and PR Manager. The team reports via the Director to a Board of Trustees.

CPRE Kent is based in a pleasant office in the medieval village of Charing (near Ashford), at the foot of the Kent Downs AONB in the heart of Kent. Hybrid working is supported though the new Planner will be encouraged to work from the office more frequently than at home and on the days when the other Planners are also present in the office, especially initially.

About the Job: The Planning Officer 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, especially the elements regarding ecology and biodiversity net gain.
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.

This role is being offered as 15 hours a week and this can be flexible, either 2 full days or split over several days. Please talk to us about the flexibility you might need, and we will explore what is possible for the role.

Responsibilities and Person Specifications:

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

Attribute	Essential or Desirable
Qualifications	
RTPI accredited Degree or Diploma in Town & Country Planning	E
Corporate membership of the RTPI or equivalent or eligible for membership	E
Experience & Knowledge	
Minimum of 2 years post qualification experience with a preferred focus on planning policy	E
Ecological knowledge and an understanding of Biodiversity Net Gain	E
Sound knowledge of planning legislation and operation of the planning system generally	E
Understanding of policy formulation and plan making process	E
Knowledge of CPRE's purpose and objectives	E
Knowledge of role and purpose of environmental NGOs	D
Knowledge of Kent's particular challenges and links to the county's planning network	E
Skills & Abilities	
Computer literate and proficient in Microsoft Office	E

Good written and verbal communication and presentational skills	E
Ability to manage and meet demanding deadlines	E
Ability to communicate clearly and simply with both lay people and fellow professionals	E
Ability to understand complex and technical planning issues	E
Ability to work with minimum supervision	E
Good ecological knowledge and an understanding of Kent's wildlife and habitats	E
Special Requirements	
Possess current driving licence and have access to a car when needed	D
Professional, friendly and confident manner in dealing with others	E
Passionate about wildlife, the countryside and a sharing of CPRE Kents aims and objectives	D

To apply, please send a C.V and covering letter, explaining your experience, skills and reasons for applying, to: andrea.griffiths@cprekent.org.uk no later than Friday 11th April 2025.