



The countryside charity  
Lancashire, Liverpool City Region  
and Greater Manchester

## **CPRE Assistant Planning Manager**

*(50% Part-Time, Home-based, Flexible hours)*

CPRE fights for a better future for the countryside. We work locally and nationally to protect, shape and enhance our beautiful countryside and green spaces for everyone to value and enjoy.

At CPRE Lancashire, Liverpool City Region and Greater Manchester we have an exciting opportunity for a part-time Assistant Planning Manager to help with our core planning work across Lancashire, Liverpool City Region and Greater Manchester.

The role is 50% part-time and the candidate would be home-based with a high degree of flexibility to choose working hours.

### Job Summary

The primary purpose of the role is to provide technical training and support to CPRE Planning Volunteers across Lancashire, Liverpool City Region and Greater Manchester.

The secondary purpose of the role is to support CPRE Lancashire's Planning Manager on key branch priorities, such as engaging with local authorities on planning issues.

### Scope & Responsibilities

- CPRE Lancashire is currently building a network of 20-30 planning volunteers. This will significantly increase the organisation's capacity to provide both proactive and reactive planning support to the public on planning applications that have a significant impact on the countryside and urban green spaces in the region.
- Planning volunteers will start with a wide range of planning experience (from minimal to significant) but with a willingness to learn, and through training (largely from this role) would increasingly handle more aspects of our response to planning applications and related issues.
- You would be responsible for providing a range of technical training and support to volunteers including periodic classroom training and individual on-the-job guidance (e.g. engaging with volunteers by telephone/email on specific cases).
- CPRE has a wealth of planning information, tools and expertise that can be called upon and this role would have an important responsibility to help ensure the volunteer network responds in a way that is consistent with CPRE policy and principles.
- As such, this would be an extremely hands-on role, working with volunteers on all aspects of the planning process (from helping to review and prioritise applications, to drafting letters to local planning authorities, to liaising with parish councils and other key stakeholders, etc).

- Importantly, you would need strong people skills, to provide technical training and support in a way that builds a motivated and capable volunteer network.
- Beyond the volunteer network development, this role would also directly lead and/or support on priority planning issues (e.g. emerging local plans).

### Key Relationships

- This role would report to CPRE Lancashire's Planning Manager, who would provide planning advice and guidance when needed.
- This role can also call upon the support, when needed, of CPRE Lancashire's Trustees who are actively involved in planning aspects.
- The CPRE National Office would also provide periodic generic training and support that would complement CPRE Lancashire's local volunteer programme.

### Working For CPRE

- This is a part-time role of 2.5 days per week (50% part-time). The role would be largely home-based, and the candidate would have a high degree of flexibility to choose when to work. This includes needing to travel and participate in certain scheduled trainings, meetings and events, and would involve finding a mutually convenient schedule to support volunteer development. Occasional evening and weekend work could therefore be required.
- The starting salary will be up to £18,000. Please note that our salaries are externally benchmarked, although we do take into account the level of skills, experience and ability that the successful candidate brings.
- CPRE has an inclusive and friendly working culture. Staff are set performance objectives and have a performance review each year with joint feedback with their manager on their achievements and performance in the role.
- CPRE staff and volunteers are motivated to help for a range of reasons, but normally they have a strong interest in protecting and enhancing the environment, as well as encouraging people to enjoy the countryside and all it has to offer.
- The role would be initially be set for 2 years, with the potential to extend that period based on a review of outcomes at that point.
- The post will be subject to a six-month probationary period. Probationary periods may be extended by prior mutual agreement if further time is required.
- Other terms and working conditions will be specified in the employment contract.

### Knowledge, Skills & Expertise

- A strong understanding of the planning system, a suitable planning qualification and relevant work experience;
- a track record of working collaboratively and building effective working relationships with a diverse range of people, and demonstrating an understanding of and sensitivity to others;
- good communication skills - written and verbal;
- experience of training, motivating and managing people;

- ability to work accurately and to a high standard whilst managing multiple people and deadlines;
- good IT skills and ability to use Word, Excel and Powerpoint effectively;
- enthusiasm and motivation towards the achievement of results and the delivery of the CPRE mission.

**Contact details:**

If you are interested in this role, please email a CV and covering letter to [info@cprelancashire.org.uk](mailto:info@cprelancashire.org.uk)

For more information on this role, please call 01772 378831 or email [info@cprelancashire.org.uk](mailto:info@cprelancashire.org.uk) or visit our website <http://www.cprelancashire.org.uk/>

**Closing Date:** 31<sup>st</sup> January 2020

The English countryside is wonderful - help us look after it.