

APPLICATION PACK
Planner with CPRE Somerset
Self-employed, Part time



www.cpresomerset.org.uk

CPRE Somerset is a registered charity working for a thriving Somerset countryside for everyone to enjoy. We organise events for our members, we run projects to celebrate and enhance our beautiful countryside and we campaign for positive progress that supports our rural communities. We pride ourselves in taking a professional approach to planning issues affecting our countryside and we work with local communities and partners to try to find the best way forward. We recognise that change is necessary but, for it to be positive it must meet the needs of both urban and rural communities, now and into the future.

We cover the administrative county of Somerset - made up of the districts of Mendip, Sedgemoor, South Somerset, Taunton Deane, West Somerset - and the Somerset part of Exmoor National Park. We are mainly unpaid volunteers who work hard to protect, shape and enhance a beautiful, thriving countryside for everyone to value and enjoy. We have around 700 members who are united in their love for Somerset's landscapes and way of life. We work closely with other groups who have interests similar to our own: eg. The Exmoor Society, Mendip Society, Friends of Quantock and the staff of Areas of Outstanding Natural Beauty (Mendip Hills, Quantock Hills, Blackdown Hills) within the county. We are part of a nationwide structure of county-based charities, working closely with each other and with our national office. (www.cpre.org.uk)

The Role Includes:

1. Monitoring planning applications (including checking weekly planning lists for all County and District Councils where this is not done by a local volunteer)
2. Responding to planning applications that meet the tests for CPRE involvement.
3. Dealing with planning appeals via written representations, hearings and public inquiries.
4. Engaging in the development plan-making process, including making representations and attending examinations in public as necessary.
5. Monitoring and, as appropriate, responding to planning policy developments both nationally and locally (e.g. as part of any consultation process).
6. Drafting and keeping under review and up to date CPRE Somerset planning information and guidance.
7. Working and liaising with CPRE Somerset Trustees, volunteers and District Groups.
8. Delivering planning training for CPRE volunteers and liaising with staff and volunteers in other branches and at CPRE National Office.
9. Developing good working relationships with developers and Local Authority planners.
10. Developing good working relationships with conservation and environmental NGOs.
11. Attending CPRE Somerset Executive Committee meetings and the AGM, as requested.
12. Dealing with other planning and planning-related issues as may be instructed by the Chair or the CPRE Somerset Executive Committee.

Who Are We Looking For?

An ideal candidate will have a professional planning qualification and will have previously worked for a local authority or environmental/conservation NGO in connection with planning. Membership of a professional body such as the RTPI would be desirable.

The successful applicant must have a sound knowledge of the planning system and needs to keep up to date with the frequent changes that occur, both locally and nationally, to law, policy and procedure. This will apply to both current Somerset local authority planning and developing National Planning Policy such as the NPPF and guidelines.

CPRE Somerset does not have an office so the Planner will need to work from home with minimal supervision. They must be a self-starter, capable of making informed decisions and able to work on their own initiative.

The Planner must be PC literate as most planning response and policy work can most effectively be carried out online, including engaging with colleagues within the CPRE network, locally and nationally. Candidates should be able to demonstrate familiarity with and support for CPRE's charitable objectives.

The Planner will need to have a broad understanding of environmental and development issues affecting Somerset. Preferably, candidates will live in, or within easy reach of, the county of Somerset for practicalities of attending meetings and reporting to the Chairman.

Contract Services Specification

1. The Planner will be a self-employed contractor, responsible for his/her own tax, National Insurance and insurance, providing a service to the Branch and is not an employee of CPRE.
2. The job is expected to extend to around two full days a week; hours and timings are flexible and to be agreed.
3. Payment will be based upon claims for hours worked on CPRE activities, agreed by the Chair, and submitted at least once every two months.
4. Hourly rates will be negotiated with the successful applicant but similar positions in other CPRE Branches are currently paid between £13.50 and £20 an hour.
5. The Planner will work from home and report to the Chair of Trustees, Prof Chris Lewis, who lives in Frome.
6. The Planner will be expected to be a self-starter and be expected to make his/her own decisions about day-to-day work, subject to taking instructions from the Chair as regards the issues to be covered.
7. The successful applicant will be our second self-employed, paid service provider, in addition to our CPRE Somerset Branch Manager, Mrs Becky Collier. They would replace our current planner, Liz Payne, who has recently retired.
8. The Planner will be expected to provide their own computer and any office equipment required to carry out their work. Reasonable expenses for stationery costs can be reimbursed by agreement.
9. The Planner will have access to their own independent means of transport. Reasonable travel expenses will be paid, e.g. for attendance at meetings. The CPRE Somerset rate is 40p a mile.
10. The post is initially for one year with the possibility of extension by mutual agreement, subject to funding.
11. The post will be subject to termination by either party upon the giving of a month's notice in writing.
12. As this post is on a self-employed basis, the Planner is free to carry out work with other bodies, subject to there being no conflict of interest and subject to fulfilment of his/her contractual obligations with CPRE Somerset.

If candidates would like to receive a pack of literature about CPRE and CPRE Somerset, please contact admin@cpresomerset.org.uk stating your name and postal address and we will post one out to you.

*Applications should be made by sending an up-to-date CV and covering letter to:
admin@cpresomerset.org.uk*

APPLICATIONS MUST BE RECEIVED BY FRIDAY 12TH APRIL 2019. Interviews are likely to be held late April/early May and we would like the successful candidate to start as soon as possible after interview.