

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



[www.cpresomerset.org.uk](http://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, Somerset West and Taunton – 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](http://www.cpre.org.uk) )

## **The Role Includes:**

1. Monitoring planning applications (including checking weekly planning lists for Somerset County Council and all our 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. Responding to requests for help and advice from members and the general public, with agreement from the Chairman or Branch Manager
9. Delivering planning training for CPRE volunteers and liaising with staff and volunteers in other branches and at CPRE National Office.
10. Developing good working relationships with developers and Local Authority planners.
11. Developing good working relationships with conservation and environmental NGOs.
12. Attending CPRE Somerset Executive Committee meetings (5 times per year) and the AGM, as requested. Meetings are held at various Somerset locations, though currently due to social distancing restrictions, we are holding committee meetings via video link.
13. 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 be effectively 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 will not be an employee of CPRE.
2. The role is part time; hours and timings are flexible and to be agreed – see point 3 below.
3. CPRE Somerset is a small charity with limited funds. The fee payable for this work would be a maximum of £750 per month plus expenses, based on 10-12 hours work per week on average. Actual fee and hours to be negotiated and will be dependent on experience and qualifications.
4. Payment will be based upon claims for hours worked on CPRE activities, agreed by the Chair, and submitted at least once every two months.
5. The Planner will work from home and report to the Chair of Trustees.
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, Becky Collier. The Planner will replace our previous Planner, Judith Chubb-Whittle.
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.

Interested candidates are invited to contact the Chairman of CPRE Somerset, Prof Chris Lewis CBE, for an informal discussion (07469 958430)

**Applications should be made by sending an up-to-date CV and covering letter to:**

[admin@cpresomerset.org.uk](mailto:admin@cpresomerset.org.uk)

**APPLICATIONS MUST BE RECEIVED BY FRIDAY 7<sup>th</sup> AUGUST 2020**

*Interviews are likely to be held in early –mid August and we would like the successful candidate to start as soon as possible after interview. Due to social distancing rules, we will be holding virtual interviews using Zoom – unless rules change significantly by the interview date.*