



The countryside charity
Oxfordshire

Campaigning to protect our rural county

November 2021

CPRE Oxfordshire
20 High Street
Watlington
Oxfordshire OX49 5PY

Tel: 01491 612079
campaign@cpreoxon.org.uk
cpreoxon.org.uk

Planning Co-ordinator – Job Description

Hours: 15 hours per week, ideally spread over 3 days

Salary: £25k per annum pro rata

Length of contract: Two years

Line Manager: Branch Director

Location: Principally home based with some time at CPRE Oxfordshire Branch Office in Watlington, Oxon. Travel to meetings with CPRE Districts/local communities across Oxfordshire as required.

Purpose of the Role

To help secure strong policies for the protection and enhancement of the countryside by:

- Co-ordinating high quality, focused and consistent CPRE Oxfordshire input to Local Plan-making
- Encouraging and supporting local communities to engage effectively in the process.

Background

Professional planning experience is not critical for this role. A working knowledge of the planning system is certainly desirable, but most important is a willingness to learn about and engage in planning and the skills to encourage others to do the same.

We are looking for someone with strong organisational and communication skills to work with our staff, volunteers and advisors to co-ordinate their knowledge and expertise. We are aware that we need to be more focused in our objectives (eg perhaps saying more about fewer things) to ensure that we maximise the impact of our involvement.

Over the next couple of years, we are likely to be working on:

- The Oxfordshire 2050 Plan - this is a long-term development plan for the county, being jointly brought forward by all six Oxfordshire local authorities
- Refresh of Local Plans for Cherwell, the Vale of White Horse and West Oxfordshire District Councils
- Oxfordshire Local Transport & Connectivity Plan 5
- The Ox-Cam Arc Spatial Framework
- And no doubt others that we cannot as yet foresee!



Principal Responsibilities

- Monitoring and alerting CPRE Oxfordshire networks (internal & external) to Oxfordshire 2050 / Local Plan-making actions, particularly in relation to public consultations
- Leading co-ordination of CPRE Oxfordshire's formal input to Oxfordshire 2050 Plan consultations.
- Helping to set up a CPRE Local Plan working group for each District as required to collaborate on preparing responses, calling on our specialist advisors as necessary.
- Helping to build planning expertise within our District Committees by identifying skills gaps, supporting recruitment and organising training and support. This will include helping the groups to identify the key issues where activity and campaigning should be focused.
- Ensuring a high quality and consistent CPRE Oxfordshire response to all relevant Oxfordshire 2050/Local Plan consultations, including co-ordinating attendance at Examinations in Public.
- Liaising with other staff and volunteers to help drive related public awareness campaigns.
- Co-ordinating training and advice as appropriate to local community groups.
- Monitoring outcomes in terms of campaign asks and adopted policies.

WHAT ARE YOU LIKE?

Not that we are demanding, but we'd love to have someone who can:

- Absorb and analyse information quickly
- Be a master organiser and have an excellent eye for detail
- Be tactful, diplomatic and persuasive
- Work well with volunteers, able to inspire and motivate
- Communicate well, in person and in writing
- Juggle many tasks, prioritise effectively and meet tight deadlines
- Remain apolitical
- Be robust & resilient in the face of opposition
- Be enthusiastic and optimistic, and enjoy a challenge.



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HOW TO APPLY

Please send a CV and covering letter to:

Becky Crockett
Branch Administrator

CPRE Oxfordshire

20 High Street

Watlington

Oxon OX49 5PY

E: administrator@cpreoxon.org.uk

If you would like an informal chat before submitting an application, please contact Branch Director Helen Marshall on 07791 376365 / E: director@cpreoxon.org.uk

DEADLINE FOR APPLICATIONS: MONDAY 10 JANUARY

Interviews w/c 17 January.