

## Planning Assistant

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**Are you a dynamic, professional person who is looking for a new challenge and career? Would you enjoy learning new skills, making things happen, multi-tasking and working with clients in a rural environment? If yes, then this could be the perfect role for you...**

The Rural Planning Co are a 'new' brand of rural planning consultants, on a mission to disrupt the traditional planning industry in a modern way; setting ourselves apart by doing things better.

We're looking for a planning assistant to be a key part of our growing team. Our objectives are to achieve growth by:

- 1) Offering the best technical, strategic and tactic planning advice in the sector
- 2) Delivering outstanding, progressive customer service, so every client would recommend us
- 3) Providing an enviable working environment, so we can recruit and retain the most talented people in the industry

We have ambitious growth plans for the next two years and are ready to recruit the first in a new team of planning assistants to help us achieve this. To this end, we are currently developing a dedicated assistant training programme to ensure all our new recruits are well trained from the outset, with ongoing training, technical and personal development opportunities within our organisation.

We make no bones about it – we want to recruit the most talented people we can for our team. We can teach you the technical work, but you will need to have the right attitude and skills to get stuck into working in a dynamic, proactive business environment. Willingness to learn, passion to be the best at what you do, and the right frame of mind to handle multiple projects and tasks simultaneously, are essential.

We are passionate about providing long standing, rewarding careers, not just jobs. We want our staff to enjoy their work, enjoy being part of a team and to enjoy the opportunity of personal development. Whilst we strive for this to happen, we also recognise that work facilitates the even more important things in life, whether that's spending quality time with family and friends, enjoying hobbies, playing sport and so on - we work hard during work time, to allow us to preserve quality home time.



**Sound interesting? We are looking for people that are:**

- Confident, friendly and likeable with a positive attitude
- Highly motivated and determined
- Organised, goal oriented and willing to go the extra mile when needed
- Committed to learning new skills and developing your technical planning understanding
- Great at communicating; both with your colleagues and people outside the organisation
- Proficient with computers, and with excellent written English skills

**If you're the right person for the role, you would be responsible for:**

- Technical research for planning projects
- Working closely with senior planning consultants to draft planning application submission documents
- Liaising on behalf of other members of the team with clients, local authority planning departments, and other third parties
- Producing plans and working with mapping software
- Taking enquiries and assisting clients over the phone, via email, and face to face
- Managing the progress of lots of applicants and monitoring key dates
- Helping with general office tasks such as filing and arranging meetings
- Assisting other members of the team as needed

**We would then provide you with:**

- A dedicated training programme
- Basic pay £20,000 - £24,000 depending on experience
- Bonus opportunities related to company performance targets
- Flexible working opportunities (ideally we're looking for a minimum of 30 hours per week)
- Resources and IT for you to work principally at our offices in Hartlebury, Worcestershire but also from home if appropriate

If you've ticked all the boxes so far, then we'd love to hear from you. Please email your CV and covering letter to Sally Moore ([sally@theruralplanningco.co.uk](mailto:sally@theruralplanningco.co.uk)) before 9am on 1<sup>st</sup> February 2021.

