

**Job title:** Planning Advisor  
**Location:** Soho, with potential for home working  
**Hours:** Flexible

### **Purpose of job**

The post holder will facilitate the monthly planning group meetings. The Soho Society is a statutory consultee for around 400 planning applications every year in Soho. These applications vary from change of use, listed building consent, tables and chairs on the pavement, to whole block redevelopments. The role enables The Soho Society to respond effectively as a consultee by explaining, summarising and prioritising consultations, collecting responses, and delivering formal comments in line with planning policy.

### **Main responsibilities**

- Prepare agendas for monthly planning meetings (using Office 365)
- Submit responses to planning consultations (using Office 365/council website)
- Send monthly planning newsletter (using Mailchimp)
- Update website (using Drupal)
- Prepare monthly reports for executive committee (using Office 365)
- Attend monthly planning meetings

### **Person specification**

#### **Essential**

- Experience of working with a variety of stakeholders
- Proficient administrator
- Strong IT skills including Microsoft Office
- Knowledge of English town planning to degree level or equivalent

#### **Desirable**

- Knowledge of heritage and conservation/listed building consent
- Knowledge of planning use classes
- Experience of using Mailchimp
- Experience of using Drupal