



Town and Country Planning Association
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www.tcpa.org.uk

July/August 2022

Information for applicants: Projects and Policy Manager (maternity cover)

About the TCPA

The [Town and Country Planning Association](http://www.tcpa.org.uk) (TCPA) challenges, inspires and supports people to create healthy, sustainable and resilient places that are fair for everyone. To this end we aim to improve the art and science of planning in the UK and abroad and work to secure fresh perspectives on major issues, including planning policy, housing, regeneration and climate change.

For more information see the 'About the TCPA' pages of our website. Our current strategy, which was launched in January 2021 and runs until December 2025, can be found [here](#). For information about current projects see the 'Our work' section of the website.

The TCPA embeds social justice in all its activities and promotes diversity, inclusion and representation within the Association. The TCPA is aware that discrimination based on sex, race, age, sexual orientation or other characteristics can consciously or subconsciously be replicated in its undertakings, and is working to eliminate discrimination in its activities, including its recruitment processes. The TCPA's diversity and inclusion statement can be found [here](#). This is implemented through policies in the staff handbook and an internal diversity and inclusion working group that meets regularly to review and improve the TCPA's ways of working.

The TCPA's central London office is in a listed building that, unfortunately, is not accessible by wheelchair. The TCPA will make reasonable adjustments to accommodate applicants who use wheelchairs.

Job description

We are seeking a Projects and Policy Manager on a one-year fixed term contract to cover the maternity leave of one of our existing staff members. The successful candidate will need to have excellent organisational skills to lead on and deliver a range of projects and policy work within our small but highly motivated team. Our current priorities include campaigns on climate change, improving the quality of new homes through our Healthy Homes campaign, the reuniting of planning and health, securing a stronger voice for people in planning and to secure the homes we need in new and renewed places. We do all of this underpinned by Garden City principles, which aim to achieve a socially just and sustainable society.

The purpose of this role is to work across a range of policy areas, delivering and developing projects and policy initiatives to support the delivery of the [TCPA's strategic priorities](#). The Projects and Policy Manager will also work with colleagues to help make connections across different workstreams and to collaborate on cross-organisational project management and workload planning. The projects this role manages may vary over time, but will include leading and coordinating the activities of our [New Communities Group](#) and overseeing the delivery of our Annual Conference, which will take place in late November.

This role will require some travel and occasional work outside office hours. While the role will officially be based in our London office, we are supporting staff to work flexibly. Staff are being encouraged, therefore, to work in the office at least two days a week.

The Projects and Policy Manager will report to the Director of Communities and Project Delivery, Katy Lock. Katy is also the FJ Osborn Fellow.

Principal responsibilities

1. To provide project management oversight on a number of specific projects and support for other TCPA activities including providing management and administration of project and event work and managing relationships with key partners and funders, to ensure successful delivery, on time and on budget.
2. To develop new ideas and prepare and submit proposals to funding bodies for innovative and practical projects that would help support sustainable communities, particularly in relation to the planning system, via high quality research, policy and project work.
3. Research, draft and promote reports and publications that help further the TCPA's projects and campaigns.
4. In liaison with relevant colleagues, disseminate and advocate the findings from projects and policy work to relevant organisations, decision makers and the media.
5. Line manage and support one or two other members of staff.

Other duties as may be required to implement the TCPA work programme, including working with other staff, Trustees and the Policy Council.

Person specification

Essential

- A significant interest in the work of the TCPA and knowledge of planning, housing and environmental policy.
- Demonstrable project management experience including the ability to prepare, develop and implement project proposals. Taking responsibility for project fundraising, delivery and budget management.
- Confident public speaker with experience of chairing discussions, events and seminars.
- Excellent written English and attention to detail and accuracy is vital, with the ability to write project reports, persuasive bids, webcopy, presentations and articles.
- A willingness to sometimes work outside normal office hours.

- Experience of organising both in person and virtual events, meetings and workshops.
- Proficient in Word, Excel and PowerPoint.
- Self-motivated and well organised, with the ability to work to tight deadlines under minimal supervision.
- Good team working skills.
- Sympathy with the TCPA's aims and objectives.

Desirable:

- Experience of working as part of a small organisation.
- Experience of delivering conferences.
- Demonstrable experience of writing and managing budgets.
- A specific interest in the planning for, and delivery of, new settlements.

The TCPA recognises that skills gained outside work (eg through volunteering or caring responsibilities) can be valuable and encourages candidates to mention these in the application where they are relevant.

Contract, pay and benefits

This role is full time and is a fixed term contract of one year. The TCPA aims to support its staff to have a good work / life balance and will consider requests for flexible working where it is possible given the requirements of the role.

The annual salary for this role will be between £39,000 and £43,000 depending on experience.

The TCPA operates a defined benefit pension scheme run by [NEST](#) and, in line with government policy, new employees are automatically enrolled but can choose to opt out. Employees' payments into their pensions are matched by the TCPA up to a maximum of 6% of salary. This is paid directly into the NEST pension scheme, or another personal pension scheme nominated by the employee.

The TCPA offers holiday entitlement of 25 days paid holiday a year (pro rata for part-time roles) in addition to public holidays. For every complete year of employment, staff gain an additional day's leave (again pro rata for part time roles) up to a maximum of 30 days.

Ideally, we would like the successful candidate to be available to start the role on or around Monday 17 October.

How to apply

Our aim is to make the application process as easy and as fair as possible.

To avoid unconscious bias, the application form is in two parts: part one is for personal information; part two for details of your experience and why you want the role. Please complete both parts. Please also complete a diversity and inclusion monitoring form. This will not be seen by the people involved in shortlisting or interviewing.

We ask that applications are submitted as Word documents rather than as PDFs. Please email all the **THREE** completed Word documents (two parts of the application form, plus the diversity monitoring form) to: recruitment@tcpa.org.uk

Applicants will be emailed to confirm that their application has been received.

References will be requested prior to an appointment being made.

Deadline for applications

The deadline for applications is **midnight on Monday 29 August**.

We are aiming to hold interviews for shortlisted candidates virtually on Tuesday 6 or Wednesday 7 September. If your availability on these days is limited please include this as a note in the first part of your application form.

If requested, the TCPA will provide feedback to unsuccessful shortlisted candidates following the interview.

Further information

For further information about this role or the application process, please email recruitment@tcpa.org.uk and a member of staff will respond as quickly as possible.