

## Graduate/Junior Planner Job description

### **About the job**

SF Planning Limited are looking for a graduate or junior planner to work across commercial, residential, retail and leisure sectors as part of a dedicated, respectful, and supportive team.

As valued members of the team, our junior planners provide general support to senior members of the team; whilst, in time, taking individual responsibility for their own workload, subject to skills, experience, confidence, and ability.

This is a fantastic opportunity to work on a diverse range of projects and gain valuable professional experience in a dynamic, supportive and challenging environment. You will be encouraged to grow your planning skills and knowledge and be an active participant in the organisation.

### **Key Responsibilities:**

Our graduate and junior planners are responsible for carrying out research, analysing data, and assisting in the preparation of planning and other applications and appeals. More specifically you will:

- Conduct thorough research and analysis of planning policy and site constraints to create information sheets to inform responses to enquiries.
- Draft planning statements and covering letters for planning and other applications to support development proposals.
- Prepare planning portal application forms and other relevant forms, ensuring that all required information and documentation are included.
- Manage and organise job-related documents, such as drawings and client information, to ensure they are easily accessible and up-to-date.
- Liaise with other technical consultants, such as architects and surveyors, to request fee proposals and arrange necessary surveys.
- Attend meetings and collaborate with team members to ensure the successful completion of planning projects.
- Provide administrative support and perform other tasks as required by the team.

All the above will be in support of the team as a whole, and in line with the company's culture and values, about and to which we are clear and committed.

### **Ideally, the successful applicant will have these attributes:**

- Integrity – to ask for assistance when needed and to own mistakes when they are made (we all make them after all).
- The ability to build relationships with colleagues, clients, and other consultants.
- A willingness to listen and learn from the skills and experience of others in the team.
- The ability to communicate clearly, both verbally and in writing.
- Refining an eye for detail in the world of planning with a diligent approach to report/letter drafting and communication.

- A desire to expand your understanding of current planning legislation, policy and guidance, and regulations, with a willingness to fill in knowledge 'gaps'.
- Willingness to 'get involved' in networking events, training/CPD, work socials, etc.

### **Qualifications & Experience Required:**

We have a flexible approach to this vacancy and would consider applicants with varying skills, experience and education.

Applicants will preferably have an undergraduate degree in a relevant field or subject. Most important is an interest in and commitment to pursuing a career in planning.

On-going training and support (both internal and external) is important, and will be available to fill any skills gaps.

### **Generous package involves:**

- Hybrid and genuinely flexible working available
- 25 days holiday plus bank holidays
- 4 times your annual salary in life assurance
- Long term sickness benefit
- Income protection scheme
- Pension Scheme
- Payment of RTPI membership fees
- Potential for further earnings from bonus

As a team, we care about people, their well-being, and their future. We value each other's skills and opinions and create a supportive, open environment that enables people to flourish, in a genuine effort to make time at work enjoyable.

### **Salary**

Starting salary will depend on an applicant's level and experience. We are very content to have frank conversations about salary and overall package early in the recruitment process.

Please apply by emailing a copy of your CV and a short cover letter to [kelly@sfplanning.co.uk](mailto:kelly@sfplanning.co.uk).

No agencies, please.

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