Community Places Post of Planner and Engagement Officer Recruitment Pack

November 2026

community places

Recruitment of Planner and Engagement Officer for Community Places

About Us

Community Places empowers individuals and communities to shape their places and services through independent planning advice and community engagement support. We offer free, impartial advice to those in need of planning expertise and guidance. We also support communities, as well as councils and other service providers on planning and engagement initiatives.

Formed in 1984, we are a registered charity and a company limited by guarantee. We deliver our services across the region and our office is in Belfast. We are managed by a voluntary Board of Directors elected by our 200+ member organisations.

We are seeking to appoint a Planner and Engagement Officer to:

- Promote the aims and values of Community Places by providing quality planning, engagement, and other services.
- To contribute to the development of the organisation's support services for communities.

Our Mission

Our mission is to empower communities to build sustainable and thriving places through planning advice and community engagement in spatial and community planning.

Our Values

- Participation and Inclusion - All citizens have a right to participate in spatial and community planning and public policymaking processes and we will work to further the inclusion of disadvantaged and marginalised people and communities.

- Empowerment - We will assist community groups in developing the capacity to influence spatial and community planning issues that affect them and their communities.

- Equality and Equity - We will assist and develop processes and projects which remove barriers to full civic engagement and further equality and equity for all.

- Reconciliation - We believe that a more cohesive society will be furthered by communities working together on issues of common interest and will support and assist such work.

- Partnership - We will work with community, voluntary and public sector organisations and with funders to provide sustainable, quality services which deliver our mission and objectives.

- Transparency and Independence - We work to provide fair and unbiased advice and guidance. Our impartiality encourages openness, fairness and accountability.

Our Work

We have four key areas of expertise:

- **Planning Advice** - Empowering people and communities through free, impartial planning advice.

- **Community Engagement** - Enabling communities to shape places and services through engagement and collaboration.

- **Community Planning** - Supporting Community Planning through collaboration, meaningful engagement and action.

- **Participatory Budgeting** - Promoting people-powered budgeting for inclusive, community-led change.

More information on our work is available on our website.

Post of Planner and Engagement Officer

Job Title	-	Planner and Engagement Officer
Reporting to	-	Chief Executive of Community Places
Responsible for	-	To promote the aims and values of Community Places by providing quality planning, engagement, and other services. To contribute to the development of the organisation's support services for communities.
Salary and Pension	-	Negotiable within NJC Scale 6 - SO2, Point 18-28 (£31,537- £39,152 [2025/2026]). Employer's pension contribution is 6%. Posts are likely to start at the lower level unless exceptional circumstances.
Holiday Entitlement	-	28 days per annum plus public holidays
Terms	-	Permanent full-time, subject to a probationary period of six months (Flexible and part-time working is available subject to agreement).
Hours of Work	-	35 hours per week (with occasional evening and weekend work)
Location	-	2 Downshire Place, Belfast, BT2 7JQ

Community Places has a hybrid working model in place whereby staff currently work remotely for part of their working week

How to Apply

If you are interested in the post, please complete the Application Form (in Word format) which is available on our website.

Applicants will be shortlisted for interview solely on the basis of the information contained in the application. The recruitment panel will shortlist only those applicants who, from the information provided, appear to most closely meet the essential criteria for the post. The desirable criteria may be used to facilitate shortlisting.

The closing date for receipt of applications is noon on **23 November 2026**.

If you are offered the post, we will ask you to provide:

- Proof of relevant qualifications (in the form of original hard copy documentation); and
- Original documentation to prove you are legally entitled to work in the region.

Duties

Services Provision

1. Provision of planning advice and information services to people and communities throughout the region on the planning system, planning policies, local development plans and development management.

2. Provision of advice and representation, where required, at planning appeals and Public Inquiries and at meetings with councils, planning, regeneration and other bodies.

3. Undertaking the organisation and facilitation of public and community consultation and engagement on planning, community planning, participatory budgeting, regeneration and related issues.

4. Preparing project and local community plans, Place-shaping plans, strategies and reports.

5. Research into planning, engagement, participatory budgeting, regeneration and related issues and preparation of reports, briefing papers, guides and other publications.

6. Providing training and information workshops and making presentations throughout the region on issues relevant to the post, including deputising for the Head of Engagement from time to time.

7. Contributing to projects which involve team working with other staff as required including coordinating teamwork with other staff on projects.

8. Helping to identify and secure opportunities for provision of planning, community planning and engagement programmes, services and projects.

9. Building and maintaining effective collaborative relationships with external stakeholders and networks, including managing contracts with external partners to achieve project objectives.

Contributing to Forward Planning and Management

1. To assist the Chief Executive as required in the preparation, implementation and monitoring of strategic and operational plans.

2. Preparing reports for the Chief Executive as required.

3. Representing the organisation, its needs and policy views as required by the Chief Executive.

Contributing to Financial Administration

1. Maintaining such records as may be required for the preparation of accounts and monitoring and control of project related and organisational expenditure.

Other

1. Actively participating in the development and promotion of Community Places.

2. Participating in the induction of new staff and volunteers including mentoring and overseeing the work of the volunteers, placements and interns as required.

3. Maintaining and updating planning advice records and project files as required by the Chief Executive.

4. Undertaking training to further develop relevant skills and knowledge as determined by Community Places.

5. Any other duties consistent with the job as required by the Chief Executive.

Person Specification – Planner and Engagement Officer

(a) *- To be evidenced in* ***application*** *form*
(i) *- To be demonstrated at* ***interview***

Qualifications

Essential		Desirable
• Recognised qualification in Town and Country Planning **(a)** • Current membership or be eligible for membership of the RTPI, IPI or equivalent body **(a)**		– Chartered Town Planner **(a)**

Experience

Essential		Desirable
• Two years' experience in the last five of working in a planning role **(a)** • Voluntary or working experience in the field of community planning or engagement **(a).**		– Experience of giving planning advice to community groups. **(a)** – Experience of making presentations and facilitating meetings. **(a)**

Skills, Abilities and Knowledge

Essential		Desirable
• Ability to communicate in a variety of settings and to write effectively and clearly **(a)** and **(i)**. • Ability to gather, collate and analyse data and information **(a)**. • Proven research and report-writing skills **(a)**. • Ability to work under pressure to deadlines and as part of a team **(a)**. • Organisational ability, self-motivation and personal initiative **(i)**.		– Ability to undertake socio-economic research using Census and other published data. **(a)** – Relevant technical skills including GIS mapping and drawing (Photoshop or similar). **(a)**

Essential		Desirable
• Knowledge and understanding of planning issues as they affect disadvantaged communities **(i)**. • Commitment to working closely with community and voluntary groups and maintaining a good working relationship with them **(i)**. • Commitment to the aims and values of Community Places **(i)**.		

Other

- Access to transport for travel extensively throughout the region as required by the post and willingness to work unsociable hours **(a).**

Note: Desirable criteria may be used for short-listing, interviewing and selection.

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn.

Community Places provides support and opportunities for training and professional development.

Community Places
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