



# Planning & Policy Officer

## JOB DESCRIPTION

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**JOB TITLE:** Planning & Policy Officer

**TEAM:** Nature Recovery (Wilder Policy, Campaigns and Planning Team)

**Date:** March 2026

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### OVERALL PURPOSE OF THE ROLE:

Norfolk Wildlife Trust has ambitious aspirations for nature's recovery across our county. We want to see a Norfolk where space for nature to thrive is increased, improved and better connected.

The Wilder Policy, Campaigns and Planning Team works to influence decisions on policy and planning in Norfolk to ensure that decisions and outcomes are better for nature through our Nature Recovery Strategy 2023-30. We do this by:

- Developing high profile, impactful campaigns that influence policy-makers to make changes that help nature's recovery, and work to make sure nature's voice is heard in the planning system.
- Working with communities, developers and statutory regulators to protect and recover biodiversity on land, in rivers and in the sea.
- Putting Norfolk's wildlife and nature recovery at the heart of decision-making about the county's future.

The Planning and Policy Officer will play a crucial role, leading on planning and development responses on behalf of the Trust. The successful candidate will bring experience of preparing or responding to development plans and planning applications, and a good knowledge of the UK planning system and environmental protection legislation. They will use their skills and experience to make sure nature's voice is heard in the planning system.

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### REPORTING TO:

Policy and Campaigns Manager

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### REPORTING TO JOB HOLDER:

Volunteers, in relation to relevant areas of work

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### OTHER WORKING RELATIONSHIPS:

#### Within organisation

Colleagues across the Trust including in our Nature Recovery, Nature Conservation, Engagement, Development and Finance & Support Services Teams

#### Outside organisation

Statutory and non-statutory organisations (e.g. Local Authorities, Natural England, Broads Authority, Environment Agency, Marine regulators)  
Norfolk Biodiversity Information Service and Norfolk Biodiversity Partnership  
Community groups and voluntary conservation groups  
Members of the public  
Other organisations as required

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## **MAIN DUTIES**

1. Influence planning policy through leading Norfolk Wildlife Trust's response to strategic development plans, including Local Plans, Neighbourhood Plans, Supplementary Planning Documents (SPDs) and Area Action Plans.
2. Respond to planning applications on behalf of the Trust, including Nationally Significant Infrastructure Projects, to ensure they do not have a negative impact on nature and where possible bring positive benefits.
3. Work with regulators and other stakeholders to take forward joint working on planning issues and represent Norfolk Wildlife Trust at external meetings linked to planning and development issues.
4. Respond to enquiries on planning matters from members of the public, ecological consultants and other organisations.
5. Operate and seek to continually improve efficient systems for receiving, prioritising and responding to planning applications and development plan consultations where there are significant ecological issues or opportunities for wildlife gain.
6. Maintain accurate records of activity to inform monitoring reports on the impact of our planning work.
7. Further develop the planning section on the Trust's website to better inform the public on planning issues and how they can take action themselves.
8. Support NWT campaigns and advocacy for nature recovery.

## **OTHER DUTIES:**

1. Ensure that all relevant NWT policies and procedures are understood and adhered to
  2. Proactively encourage good communications and working relations within and between all teams at NWT.
  3. Build understanding across the organisation of the impact of our planning work.
  4. Oversee and train volunteers working with the wider team where appropriate.
  5. Undertake any other duties as required by your line manager or Director of Nature Recovery
  6. Ensure that you work in a way that is sustainable as possible, in line with NWT's position on climate change and sustainability.
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**PERSON SPECIFICATION:****ESSENTIAL REQUIREMENTS:**

Experience of preparing or responding to development plans and planning applications

Good knowledge of the UK planning system and environmental protection legislation

An understanding of development pressures across Norfolk

Knowledge and understanding of nature conservation / ecology

Proven administrative skills and experience

Good organisational skills.

Ability to work under own initiative and as part of a team

Excellent communication skills with a range of audiences

**DESIRABLE REQUIREMENTS (but training can be offered)**

Previous experience of managing volunteers

Knowledge and experience of working with GIS

**OTHER RELEVANT FACTORS:**

- May be expected to work unsociable hours
- May be expected to use own transport on Trust business

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**LIMITS OF AUTHORITY:**

Sign own correspondence as agreed by your line manager

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**HEALTH AND SAFETY**

Carry out work in accordance with the Norfolk Wildlife Trust's policies and guidance on Health & Safety.

**STAFF HANDBOOK**

Carry out work in accordance with Norfolk Wildlife Trust's policies and guidance in the Staff Handbook.