

Job Opportunity:

Digital Planning Directory Engagement and Communication Manager

<https://digitalplanningdirectory.org/job-opportunity-engagement-and-communication-manager/>

The Role:

We are looking for a proactive, experienced, and well-organised Engagement and Communication Manager to support our work on the Digital Planning Directory. This role will report directly to the CEO of the Digital Task Force for Planning and focus on event organisation, communications, stakeholder engagement, and relationship management. You will play an important role in organising Directory events to engage key stakeholders and effectively communicate with the wider sector.

If you are passionate about modernising spatial planning for the public good and want to use your talents to make a difference, we want to hear from you!

Hours: Part time: 3 days/21 hours per week (0.6 FTE), working days and hours to be agreed

Contract type: Permanent, subject to funding

Salary: £40,000-£42,000 (FTE) pro-rata 0.6 per year plus 7% employer pension contributions.

Location: London Office Hybrid Working [London office (1 day) / Home working (2 days), with occasional business travel within the UK]. This post may require some evening and weekend work which can be taken as TOIL.

Reporting to: CEO (Dr Wei Yang OBE)

How to Apply:

Please send your CV (no more than two pages) and a supporting statement outlining how you meet the person specification (experience, skills, knowledge, and abilities), along with your salary expectations for this role, by **5:00 PM on Wednesday, 19 March 2025**, to info@digital4planning.com. Use the subject line: "**Job Application: Engagement and Communication Manager**".

The supporting statement can be completed in **ONE** of the following ways

- Written A4 (No more than 2 sides, 11 point font)
- PowerPoint (No more than 5 slides)
- Video recording (No more than 5 mins)

One or two examples of design work or written articles/blogs can be attached as an **appendix**.

If you have any questions about the role, please email info@digital4planning.com

Interviews: Tuesday 1 April 2025 in person in central London

Start Date: April/May 2025

Background:

The Digital Task Force for Planning is an innovation-led not-for-profit organisation aiming to unlock the full potential of spatial planning in the digital era.

On 21 May 2024, a landmark [Memorandum of Understanding \(MoU\)](#) was signed between the MHCLG and the Task Force to pave the way for a new era of planning. The [Digital Planning Directory](#) is the first programme that has been delivered through the partnership and was launched at a high-level event on 22 January 2025 in London, marking a [milestone moment for the UK's planning sector](#). The Directory serves as a comprehensive, user-friendly online resource, featuring some of the most innovative digital planning service providers across ten categories.

In 2025, the Directory will host both in-person and online events to showcase best practices in digital planning and facilitate the faster adoption of digital innovation in the sector. It will also develop a Procurement Resource Hub, a Digital Planning Education & Training Listing, and enhanced functionalities. By fostering innovation and collaboration, the Directory aims to support the government's planning reform agenda and contribute to the development of more sustainable and inclusive communities.

Job Description:

Key responsibilities of the role

1) Event Organisation

- Collaborate with the team and key partners to plan and manage both virtual and in-person events, workshops, roundtable meetings, and networking sessions.
- Handle event logistics, including organising venues, online settings, coordinating with confirmed speakers, managing registrations, and following up.

2) Communication & Engagement

- Develop communication and engagement strategies with the team and key partners to maximise participation and impact.
- Develop and manage digital content within the team, such as newsletters, event announcements, surveys, and social media posts.
- Coordinate engagement with key stakeholders, including the press, to maintain strong relationships.
- Manage the Directory's CRM to track engagement and communications.

3) Product Development Support

- Gather user feedback to support the Directory's product development and new functionalities.
- Support user-experience research in developing new features.

This job description outlines the key duties and responsibilities of the role but is not exhaustive and may be updated as the needs of the Task Force evolve.

About You:

- Proven track record with at least 5 years relevant experience in event management, communications, and stakeholder engagement.
- Strong organisational and project management skills.
- Excellent written and verbal communication abilities.
- Experience working with CRM systems and content management.
- Able to represent the Digital Task Force for Planning professionally at external meetings, as well as networking and collaborating effectively with a range of stakeholders.
- Experience of being able to develop and sustain projects on your own with limited supervision.
- Capable of working under pressure and managing competing deadlines.
- Proficient in IT, including Microsoft Office and social media for business purposes.
- Eligible to work in the UK.

- Based in the London or within commuting distance of London (desirable).
- Professional qualifications with the Chartered Institute of Public Relations (CIPR) and/or the Chartered Institute of Marketing (CIM) (desirable).
- Experience in digital product development (desirable).
- Experience in managing media outreach and press engagements (desirable).
- Passion for urban planning, digital transformation, or public engagement (desirable).
- Graphic design skills (desirable).
- Photography and video editing skills (desirable).

Why Join Us?

- Be part of a dynamic not-for-profit organisation at the forefront of shaping the future of digital planning.
- Play an active role in driving the digital planning transformation for the public good.
- Collaborate with public bodies and leading organisations in digital planning.
- Thrive in a supportive and collaborative team environment.
- Access opportunities for professional growth and development.

About the [Digital Planning Directory](#)

The Digital Planning Directory is a one-stop shop for state-of-the-art digital planning services. Seed-funded by the Ministry of Housing, Communities and Local Government (MHCLG), it is delivered and managed by the Digital Task Force for Planning.

The Directory includes providers offering innovative digital services to support and enhance planning, development, management and engagement processes. Serving as a comprehensive and user-friendly online resource for digital planning tools, services, and platforms, it is designed to meet the diverse needs of all public and private sector stakeholders in planning.

The objective of the Directory is to enhance transparency and knowledge-sharing in the digital planning market, promote fair competition, and facilitate informed decision-making for those looking to adopt and use digital planning tools and services.

It seeks to foster the development of a comprehensive ecosystem that supports and advances digital planning initiatives, stimulating innovation in the sector in the UK. It aims to bridge technical gaps by breaking down barriers between digital planning and mainstream planning practices, facilitating smoother integration and understanding.

About the [Digital Task Force for Planning](#)

The Digital Task Force for Planning is a not-for-profit organisation with a mission to unlock the full potential of spatial planning in the digital era. Co-founded by Professor Michael Batty and Dr Wei Yang, the Task Force is an independent, innovation-led social enterprise. Its primary objective is to drive digital integration and advancement in spatial planning to address the grand challenges of the 21st century. At the heart of [its vision](#), the Task Force aims to establish a digital 'National Trust' — a legacy for future generations — by promoting the sharing of valuable knowledge and assets for the public good.

In February 2022, the Task Force published its first stage report, "[A Digital Future for Planning – Spatial Planning Reimagined](#) (Batty & Yang, 2022)" This ambitious blueprint for digitally enabled spatial planning has been viewed from 125 countries and highlights the potential of spatial planning to offer integrated solutions for achieving net zero, biodiversity goals, and addressing other critical social and economic challenges.

Through a whole systems approach and cross-boundary collaboration, the Digital Task Force for Planning strives to equip built environment professionals with the digital tools and expertise necessary to tackle complex, multifaceted challenges in our rapidly evolving world. The Task Force is committed to reshaping the future of spatial planning, making planning more efficient, transparent, and adaptable to the needs of the 21st century.

A significant milestone was reached on 21st May 2024, when the Ministry of Housing, Communities and Local Government (MHCLG) and the Task Force signed a landmark Memorandum of Understanding (MoU) to usher in a new era of planning. The Digital Planning Directory is the first major initiative that has been delivered through this partnership.

Further details of the Task Force [leadership](#) and [partnership](#) can be found on the website.