

Job Title: Planning Manager (Policy & Tools)
Directorate: Place
Reports To: Senior Strategic Planner

JOB PURPOSE

This role supports the development of a high quality, evidence-based planning service for Sport England. You will help shape long term planning approaches, update national policy and guidance, and develop strategic tools, including digital and data driven ones.

You will also strengthen the wider planning system by building national partnerships and supporting work that protects, improves and creates active environments. This includes fulfilling statutory duties and creating the evidence, guidance and tools that help influence planning at all levels, ensuring sport and physical activity are embedded in regeneration and investment decisions to help communities become healthier and more active.

DIMENSIONS

Direct Reports: None
Budget: None
Location: Home-based, Hybrid – Bisham Abbey, Hybrid – Loughborough with national travel as required, including to Sport England office locations and national centres (Loughborough, London, Bisham Abbey, Lilleshall)

Key Stakeholders:

Internal:

- Planning Team colleagues
- Place Directorate (including partnerships, development, relationships and technical teams)
- Children & Young People and Health teams
- Digital Team
- Insight Team
- Regional and local workforce across Sport England

External:

- National Governing Bodies (facility leads)
- Government Departments (DCMS, MHCLG, DEFRA, DfT, DfE)
- National Agencies & NDPBs (Homes England, Natural England, ATE, etc.)
- Planning-related organisations (TCPA, RTPI, POS)
- Active Partnerships
- Housing Developers, master planners/developers, housing associations
- Local Authorities (planning, leisure, transport, education, regeneration)

KEY DUTIES AND RESPONSIBILITIES	% Time
<p>Planning Policy & Tools</p> <p>Provide clear, practical advice to shape and deliver planning policies and tools.</p> <ul style="list-style-type: none"> • Collaborate with National Partners (such as NGB's) to co-design processes, technical guidance and toolkits. • Support the development, update and publication of Sport England's Standing Advice, service standards, national planning guidance and other policy documents • Deliver expert policy advice to colleagues involved in planning appeals or local plan inquiries. • Manage projects and assigned budgets from start to finish, ensuring alignment with Business Plan goals. 	<p>70%</p>

KEY DUTIES AND RESPONSIBILITIES	% Time
<p>Support Government & National Policy Work</p> <ul style="list-style-type: none"> • Shape national planning reform by working closely with policy and external affairs teams and contribute to evidence-based consultation responses to strengthen strategic alignment. <p>Digital & Data Driven Planning Tools</p> <ul style="list-style-type: none"> • Help to improve Planning Impact Management System (PIMS) (or its replacement) so casework information is captured and used more effectively. • Collaborate with GIS and data experts to upgrade digital planning tools such as Active Places and the Facilities Planning Model. • Support the development of improved analytics, data aggregation, mapping, modelling and AI tools to modernise and streamline strategic planning. <p>Strategic Planning Methodologies</p> <ul style="list-style-type: none"> • Help develop and update methodologies for sports facilities planning and local needs assessments. • Apply planning system funding mechanisms (e.g., CIL/S106), to support work on social value, and to strengthen links with other Sport England and partner approaches. <p>Active Environments</p> <ul style="list-style-type: none"> • Produce and update practical examples, guides and tools that embed Active Design principles. • Support the delivery of the Active Environments Framework lots, by working with consultants to build capacity and share knowledge, in line with Business Plan objectives. 	

KEY DUTIES AND RESPONSIBILITIES	% Time
<ul style="list-style-type: none"> • Work with government agencies and major developers to embed Active Design in new places and developments. • Collaborate on pilot projects and longitudinal studies to build stronger evidence for Active Design. <p>Impact, Monitoring & Reporting</p> <ul style="list-style-type: none"> • Establish KPIs and measures to evaluate the effectiveness of Sport England’s planning services. • Support statutory reporting and contribute to national performance reports 	
<p>Relationship Management & Capacity Building</p> <p>Build and maintain strong national relationships to strengthen capability across the planning and sport system.</p> <ul style="list-style-type: none"> • Support key partnerships with Government departments, agencies, NGBs, master developers and planning bodies. • Work with Planning Managers to design and deliver training, guidance and resources for internal teams and external partners. • Ensure consistent engagement across Sport England so planning tools, data and guidance are embedded and used effectively. • Facilitate and grow national networks and communities of practice, enabling shared learning, innovation and joint problem-solving. 	25%
<p>Additional Duties</p> <ul style="list-style-type: none"> • Maintain expert-level knowledge of planning policy, technical standards and emerging trends; meet CPD requirements and share knowledge across the organisation. 	5%

KEY DUTIES AND RESPONSIBILITIES	% Time
<ul style="list-style-type: none"> Actively support delivery of <i>Uniting the Movement</i>, particularly around place-based approaches, active environments and system strengthening. Comply with Sport England's organisational standards, including H&S, HR, IT and financial procedures. 	

Our Values

- **Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- **Innovative** – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.
- **Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- **Collaborative** – One team, committed to delivering together and working with others to make a difference to people's lives.

Person Specification

Knowledge and experience

Essential

- A Planning degree or RTPI-accredited postgraduate qualification, plus MRTI membership.
- Substantial post qualification planning experience working within government, local authorities, national agencies or consultancies.
- Demonstrated experience shaping planning policy at local, regional or national levels with clear examples of outputs or outcomes.
- Experience applying or developing methodologies, such as needs assessments, supply–demand analysis or facility/infrastructure planning.
- Demonstrable experience of using quantitative and/or qualitative data to support analysis, modelling, and tool development or evidence-led planning.
- Experience collaborating with technical colleagues (e.g., digital, insight or GIS specialists) to improve evidence-led planning, tools or digital products through user centred design
- Able to produce clear guidance, policy documents and evidence-based recommendations for a range of audiences.
- Proven project management capability – experience coordinating multiple stakeholders and delivering work to time, cost and quality.

Desirable



- Experience of applying GIS and spatial analysis within strategic planning, including working with associated databases and mapping platforms.
- Understanding of planning for sport, physical activity, health, or active environments, including facility needs assessments, Active Design principles or related frameworks.