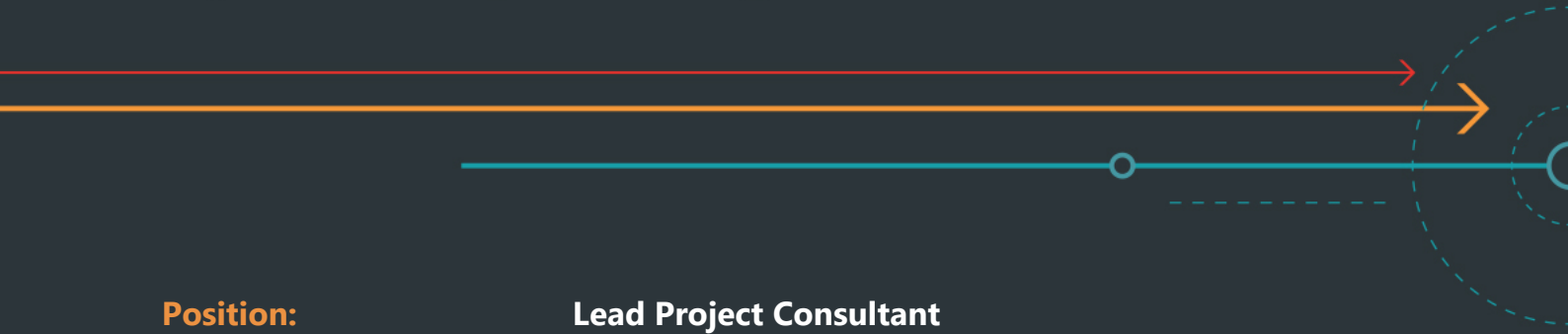


CAREER OPPORTUNITY



Position:	Lead Project Consultant
Salary:	£30-35,000 per annum dependent on experience
Hours:	Full-time
Office Location:	Irvine, Ayrshire
Reports to:	Director

ABOUT US

Our aim is to become the consultancy of choice for challenging planning applications in the UK.

At Cogeo we undertake assessments for a variety of developments throughout the UK, offering our planning and environmental expertise to a range of industries. As a collaborative team, we thrive on the variety of challenges that come our way, working together to provide solutions for our clients.

Our Core Values

Our values mean everything to us. They are the way we work individually and collectively and quite simple, are the fundamentals of our business. As a team we share these values and we are looking for people who fit with our culture and share our ambitions.



Collaboration

Working closely with colleagues and clients to provide the best results and make sure everyone in the team is fully supported



Communication

Keeping clients and colleagues up to date and well-informed of a project's progress and challenges



Clarity

Providing clients and councils with clear information in an accessible and easy to understand format

As part of your application to become part of the team, you will need to submit a cover letter explaining how and why you align with our Core Values.

ABOUT THE ROLE

This isn't a job; it's an opportunity!

Due to the continued growth and success of Cogeo Planning and Environmental Services, we are seeking a motivated, passionate individual who enjoys problem-solving and teamwork to be responsible for the management, facilitation and completion of EIA and planning applications that require a multi-disciplinary approach. With a focus on client management and project delivery, including coordinating, managing and processing planning applications and associated environmental assessments, you will work in coordination with our Planning and Specialist Consultants.

Our expectation for this role is to provide leadership rather than management by setting goals and achieving targets. You will set and maintain standard and always be looking to improve how we deliver our projects. As with all our roles, it is what you make it. We have a culture of supporting our team in achieving their personal and professional goals and collectively embracing a growth mindset.

THE ROLE

Every one of our projects is different and we need people who can apply a range of problem-solving skills. This role will suit a talented, highly collaborative individual who can use their own initiative to find solutions. Working within a multi-disciplinary team, the role will require an excellent eye for detail, the skills to use a range of software and you will be expected to write and coordinate planning applications and Environmental Impact Assessments for a variety of developments including renewable energy, industrial and agricultural projects.

You will be an organised individual, effectively managing and being involved in a number of projects at different stages in the planning process. This will involve a combination of site visits and office work as well as engaging with local authorities, clients and other organisations including subcontractors to ensure the steady progression of projects to a deadline. The role will involve extensive teamwork as well as client management and fee proposals. You will be expected to manage your own clients as well as supporting colleagues with their workloads.

THE ROLE WILL OFFER:

- Excellent career advancement opportunities
- ½ day per month CPD
- Company pension
- Discretionary Team bonus
- Private medical insurance
- Access to mental health support services
- 28 days annual leave (increasing with length of service)
- Annual leave sale / buyback scheme
- On-site Parking
- Travel and expenses allowance
- The opportunity to work as part of a progressive and friendly environment
- To develop professionally
- Opportunity to expand the role and team
- An emphasis on personal responsibility and management

THE PERSON

- Excellent communication skills - Customer contact is vital. Every client is as valuable as the next and we strongly believe in keeping each client up to date on the progress of their project on a regular basis. Working closely with colleagues is a significant part of what makes us so successful and clear communication is a major part of that success.
- Eye for detail – reviewing and editing documents is an essential part of this role. Peer review and providing constructive feedback allows less experienced team members to progress and develop their skills.
- Strong organisational skills.
- Professional manner, verbally and in writing.
- Interested in developing and improving company processes.
- Ability to write clear, concise and professional reports.
- Friendly and approachable demeanour.

Essential Criteria

- Minimum 2 years' experience within a Planning or Environmental Consultancy
- Relevant Degree/Masters qualification
- Ability to produce high-quality, accurate reports
- Experience of Environmental Impact Assessment process
- Experience of fee proposal/quotation preparation
- Attention to detail and good organisational skills
- High level written language skills
- Driving Licence
- Access to own vehicle

Desirable Criteria

- Member of RTPI or IEMA
- Experience of ArcGIS
- Experience of AutoCAD

HOW TO APPLY

Send a copy of your CV and covering letter to enquiries@cogeo.co.uk

Your covering letter should include an explanation of why you align with our Core Values and your interest in the role. Any applications received without this information will not be considered for interview. Unfortunately, this is not a suitable role for a graduate and those without a minimum of 2 years' consultancy experience will not be progressed to the interview stage.

Our commitment to prospective team members

We know that the application process can be frustrating, particularly when your CV appears to fall into a black hole of recruitment. But we promise to give feedback to everyone who applies, as long as they provide a cover letter that meets our criteria.

If you invest your time in us, we will invest our time in you.