

## Conservation Advisers

<b>Job Title:</b>	Conservation Advisers – one full-time and one part-time post
<b>Reports to:</b>	Director
<b>Responsible for:</b>	The Victorian Society's casework within a defined territory
<b>Hours (weekly):</b>	35 / 21
<b>Document revised:</b>	1 July 2017

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### JOB DESCRIPTION

#### Key tasks

1. Dealing with notifications of applications for listed building consent received as a result of the Secretary of State's direction in Arrangements for handling heritage applications - notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015, and if required with churches casework notified under the Ecclesiastical Exemption. **Excellent writing and analytical skills are required for this role.**
2. This work includes
  - identifying relevant notifications within the period 1837–1914
  - keeping detailed records of the numbers and periods of notifications
  - assessing the importance of applications, both in terms of the building affected and of the scale of work projected. This may involve both research and liaison with local volunteers, conservation officers, architects and others.
  - responding to straightforward cases
  - identifying significant or difficult cases for discussion by the appropriate buildings committee, presenting them to the committee and acting on their recommendations
  - attending site visits
  - dealing with the press at local and national level
  - preparing for, attending and giving evidence to public inquiries, consistory courts or equivalent hearings
3. Attending and servicing the monthly meetings of the buildings committees, producing and circulating the agenda, minutes and other papers
4. Helping to coordinate the Society's response on matters of general policy or national importance, and putting buildings forward for spot-listing or upgrading
5. Liaising with the Society's other caseworkers and regional groups over casework within their areas, cultivating and maintaining local volunteers, and participating in casework conferences
6. Dealing with members of the public, offering support or advice for local campaigns

7. Contributing to all aspects of the Society's work, including preparing casework reports for the Society's magazine, Historic England and occasional publications, and reporting to the Society's AGM.

#### **KEY SKILLS**

This is one of the most interesting caseworker jobs in the building conservation world. It involves commenting on a large number of listed building applications affecting Victorian and Edwardian buildings, over roughly two thirds of England and Wales. While many of these proposals are unobjectionable, some involve significant harm to the buildings concerned, and call for a difficult balance to be struck between heritage considerations and the need for historic building to find sustainable uses. This position will place you at the heart of this debate. It requires high intellectual ability, excellent writing skills, judgement and tact, as well as a good knowledge of 19th century architecture. A genuine interest in architecture is essential for this job. Two vital skills are the ability to assess large numbers of applications quickly and judiciously; and the ability to write superlative, persuasive casework letters.

#### **TERMS OF APPOINTMENT AND BENEFITS**

##### **Location and hours of work**

The Conservation Adviser will be based at our office in London, but travel throughout England and Wales will be required. Normal hours of work are from 9.30am to 5.30pm Monday to Friday (inclusive), with one hour for lunch. The part-time post is three days per week, with the choice of days to be agreed with the Director. Time-off in lieu is given for work necessarily performed outside these hours.

The full-time Conservation Adviser must attend meetings of the Southern Buildings Committee, which take place monthly in the evening in London (usually the third Thursday), and also of the Northern Buildings Committee, which take place monthly in the evening in Manchester (usually the first Monday). The part-time Conservation Adviser only needs to attend meetings of the Southern Buildings Committee. The Conservation Advisers are also expected to attend and report to the Society's AGM which takes place on a Friday or Saturday in July.

##### **Salary**

Salary band £24,000-£27,000 (pro-rata). In addition, providing the probationary period is successfully completed, the Society will pay a sum equivalent to 5% of the gross salary into a personal or stakeholder pension scheme of the employee's choice.

##### **Annual leave**

Annual leave allowance is 25 days, not including statutory holidays (pro-rata). In addition, the office is closed from Christmas Eve to New Year's Day (inclusive).

##### **Probation**

The Victorian Society requires all staff to serve a nine-month probationary period.

## SELECTION CRITERIA

CRITERIA	ESSENTIAL	DESIRABLE
<b>Education / Qualifications</b>		
1. Education to degree level or equivalent	✓	
<b>Skills and knowledge</b>		
1. <b>Excellent</b> writing and analytical skills.	✓	
2. Familiarity with the geographical territory		✓
3. Knowledge of the secular planning system, and of current conservation issues		✓
4. Computer literate, including the use of email, the internet, and Microsoft Office	✓	
5. Demonstrable knowledge of British architecture from 1837-1914	✓	
<b>Managing work and personal effectiveness</b>		
1. Able to organise, plan and prioritise own work and to meet deadlines and to work under pressure	✓	
2. Capable of working independently and as part of a team	✓	
3. Encourages suggestions and ideas from others and is willing to take on board their ideas	✓	
4. Persuasive; has excellent communication skills, both oral and written, and can present complex information in a concise, accurate and understandable way	✓	
<b>5. Analytical; is able to take information from a variety of sources and interpret it quickly and effectively</b>	✓	
6. Enthusiastic and self-motivated and able to work without constant supervision	✓	
7. Able to work with and supervise volunteers	✓	
<b>Experience</b>		
1. Previous experience in the heritage or planning sector.		✓