

Job Title:	Conservation Officer
Overall Purpose:	<p>SAVE Britain's Heritage is at the forefront of national heritage conservation. We intervene to help historic buildings and places in serious danger of demolition or decay. We stand apart from other organisations by bringing together architects, engineers, planners and investors to offer alternative proposals.</p> <p>We are a small, dynamic and friendly team, and this is an ideal post for someone who wants to help make a real difference to our historic built environment. You will liaise with local groups, conservation officers and other heritage bodies, comment on planning applications, as well as mount campaigns to save threatened buildings. Excellent writing and analytical skills are essential for this position. You will have a genuine enthusiasm for architecture and the ability to work quickly and with flexibility to tight deadlines. From drafting press releases and researching reports, to liaising with journalists and community groups, no single day is the same.</p> <p>SAVE is a registered charity and it is governed by an elected committee of trustees.</p>

Main Duties:	Day to Day Duties/Responsibilities
Casework	<ul style="list-style-type: none"> • Report to SAVE's director, providing support in major casework campaigns • Coordinate and run cases delegated by the director • Liaise with the director and president to formulate national and local campaigns • Act as primary point of contact for casework in the office • Liaise and build strong networks with members of the public, heritage organisations, conservation officers and others • Write letters commenting on applications involving demolition or substantial harmful change • Assess importance of applications in terms of existing building as well as impact of proposed works • Carry out extensive background research • Attend site visits where appropriate • Present cases to the casework committee • Liaise with the buildings at risk officer in the compilation of the annual buildings at risk catalogue and maintenance of the online buildings at risk register. • Provide ad hoc support to the president
Media/PR	<ul style="list-style-type: none"> • Draft and distribute press releases • Maintain press list • Coordinate social media in conjunction with other members of team including Events officer • Coordinate website content
Events & Fundraising	<ul style="list-style-type: none"> • Attend SAVE and external events, including some evening events • Assist fundraising team with fundraising initiatives where required
Reports	<ul style="list-style-type: none"> • Assist with co-ordinating, writing, compilation and editing of reports and SAVE newsletter

Team Management	<ul style="list-style-type: none"> • Train and manage casework volunteers
Administrative tasks	<ul style="list-style-type: none"> • Provide support to SAVE team on a wide range of tasks including administration and research

Education/Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Education to degree level or equivalent 	X	
Knowledge and Skills		
<ul style="list-style-type: none"> • Demonstrable knowledge of British architectural history 	X	
<ul style="list-style-type: none"> • Detailed knowledge of the UK planning system, particularly in relation to the historic environment 	X	
<ul style="list-style-type: none"> • Experience of dealing with the media such as journalism, press office or campaigning work 	X	
<ul style="list-style-type: none"> • Excellent writing and analytical skills 	X	
<ul style="list-style-type: none"> • Outstanding communication skills, both oral and written 	X	
<ul style="list-style-type: none"> • Fully computer literate, including the use of email, internet and software packages (including Microsoft Office) 	X	
<ul style="list-style-type: none"> • Social media literate – including Facebook, Twitter, Instagram and Mailchimp 	X	
<ul style="list-style-type: none"> • Previous experience of working in the heritage sector 		X
<ul style="list-style-type: none"> • Ability to organise, plan and prioritise own workload and meet tight deadlines 	X	
<ul style="list-style-type: none"> • Ability to present complex information in a concise, accurate, and understandable way 	X	
<ul style="list-style-type: none"> • Enthusiastic, self-motivated, able to work without constant supervision 	X	

Terms and Conditions

Weekly Hours	Full time 35 hours per week (plus some evenings)
Location	Clerkenwell, central London
Annual Leave	25 work days, plus office closure between Christmas and New Year
Salary	Circa £28,000 (depending on experience)
Pension	NEST pension scheme
Probation	6 months

**To apply, please send CV and covering letter to Leigh Stanford
 administrator@savebritainsheritage.org**

The closing date for applications is 1st July 2019. Interviews will be held on 9th and 10th July 2019.
 For more information or an informal chat about the role, call Henrietta Billings, Director, on
 020 7253 3500