THE GARDENS TRUST
70 Cowcross Street
London EC1M 6EJ
Telephone: (+44/0) 207 608 2409
Email: enquiries@thegardenstrust.org
www.thegardenstrust.org

Conservation Casework Manager

Salary: £35,500 pro rata.

Hours of Work: 7 hours/week (0.2 FTE). We encourage a flexible approach around timings and days, with a preference if possible that the 7 hours are split across at least 2 days.

Location: Home-based but with travel likely, particularly to London.

Working relationships: You will work closely with the other staff members of the conservation team as well as the voluntary Chair of the Conservation Committee and the committee itself. Your line manager will be the Director. Day to day work will involve close liaison with other Gardens Trust colleagues and County Gardens Trust volunteers.

Period of contract: Until December 31st 2027.

Annual Leave Entitlement: 28 days pro rata, plus standard Bank Holidays in addition and not pro rata'd

Pension: In keeping with the new government pension legislation, all employees are required to enroll into a work place pension. Legal & General manage the Garden Trust's pension contributions.

Purpose of the post

The Gardens Trust has a formal role in the English planning system, requiring it to respond to consultations by local planning authorities on planning applications affecting sites on the Register of Parks and Gardens of Special Historic Interest. At the time of writing, this role is as a statutory consultee but the Government is reviewing this. Once the Government's decision is known it may be that some adjustment to this role is needed, but we do not envisage this being substantial.

In its role, the Gardens Trust receives around 1800 planning application consultations annually. These are dealt with by a small team of part time Conservation Officers working with volunteers in the County Gardens Trusts. The postholder will be responsible for carrying out an initial sift and prioritization of consultations, providing an overview of casework when required, and working with colleagues to provide data on our planning application work where required.

The Gardens Trust is a Registered Charity
No:1053446 and a company by Guarantee
Registered in England and Wales No:03163187

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Main Duties and Responsibilities

- Use the JCNAS casework database (https://casework.jcnas.org.uk/search) to sift, report on and manage consultations. Ensuring staff optimize their use to enable the full breadth of functionality.
- Carry out a sift and prioritization of consultations, ensuring optimized use of Conservation Officer resource.
- Provide a variety of reports on the delivery of casework when required.
- Work with colleagues to provide more detailed data on our planning application work where required.
- Help Conservation Officers to liaise with County Gardens Trust volunteers as appropriate to formulate consultation advice.
- Liaise with colleagues, the Conservation Committee Chair and the Conservation Committee where appropriate.
- Attend Conservation Committee meetings every 2 months, normally online.
- Coordinate and draft reports to the Conservation Committee as needed.
- Provide content for the Gardens Trust's communications (eg social media, magazine) as required.
- Occasionally present to meetings, lectures, events as appropriate.
- Liaise with Gardens Trust colleagues to ensure you engage with all normal Gardens Trust working practices and systems.
- Contribute to additional workstreams where necessary and reasonable, eg Government reviews, campaigns, projects, pre-application advice.

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Person Specification

A diligent but pragmatic team player who is happy and confident working alone with hands-off management, but also keen to deliver outcomes as part of a bigger picture.

Required skills and knowledge:

- Qualifications in planning and/or heritage conservation; or at least 5 years experience of working in the field.
- Experience of planning application casework, manipulating datasets and producing reports.
- Membership of appropriate organisations is welcome, eg RTPI, LI, IHBC.
- An in-depth knowledge of heritage assets, ideally historic designed landscapes. Please consider applying if your experience is different but in the landscape sector as this might be a possibility.
- Happy to work from home but with a commitment to regular contact with colleagues, and a willingness to travel if needed.
- Able to work independently but as a strong team player.
- Enthusiasm for working with a broad range of volunteers.
- Excellent communication and solicitation skills, both oral and written.
- Excellent time management skills, including working under pressure.

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