



70 Cowcross Street  
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Telephone: (+44/0) 207 608 2409  
Email: [enquiries@thegardenstrust.org](mailto:enquiries@thegardenstrust.org)  
[www.thegardenstrust.org](http://www.thegardenstrust.org)

### **Conservation Officer**

**Salary:** £31,224 pro rata.

**Hours of Work:** 28 hours/week (0.8 FTE). (We are open to this being split across 2 people, eg 0.4 FTE each – please note your availability on your application.) We are flexible around timings and 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 31<sup>st</sup> 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 providing advice on those consultations in the South West, South East, West Midlands and London. Please note that due to resource constraints you will not be expected or able to make site visits and will instead liaise with local volunteers for their input.



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### **Main Duties and Responsibilities**

- Give advice to local planning authorities on planning application consultations in the South West, South East, West Midlands and London.
- Use the JCNAS casework database (<https://casework.jcnas.org.uk/search>) to receive and record consultations.
- Liaise with County Gardens Trust volunteers as appropriate to formulate consultation advice within statutory deadlines.
- Liaise with colleagues, the Conservation Committee Chair and the Conservation Committee where appropriate.
- Attend Conservation Committee meetings every 2 months, normally online.
- Contribute to reports to the Conservation Committee and attend team meetings as needed.
- Provide content for the Gardens Trust's communications (eg social media, magazine) as required.
- Occasionally present to meetings, lectures, events as appropriate.
- Submit responses to local planning authority consultations via whatever method they stipulate, eg their website.
- 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.
- 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.