

<b>Job Title:</b>	<b>Conservation Adviser</b>
<b>Overall Purpose:</b>	<p>SAVE has been described as the most influential conservation group established since William Morris founded the Society for the Protection Ancient Buildings over a century ago.</p> <p>The conservation adviser role involves liaising with local groups, conservation officers and other heritage bodies, commenting on planning applications, as well as mounting campaigns to save threatened buildings at risk of imminent demolition. Excellent writing and analytical skills are required for this position. You must have a genuine enthusiasm for architecture and the ability to work quickly and with flexibility to tight deadlines. Working as part of a small team, from drafting press releases and researching reports, to advising a local campaign or commenting on planning applications, no single day is the same.</p> <p>SAVE is a strong independent voice in conservation, free to respond rapidly to emergencies and to speak out loud for the historic environment. Since 1975 we have been campaigning for threatened buildings and sustainable re-uses. SAVE is a registered charity and it is governed by an elected committee of trustees.</p>

<b>Main Duties:</b>	<b>Day to Day Duties/Responsibilities</b>
<b>Casework</b>	<ul style="list-style-type: none"> <li>• Report to SAVE's director, providing support in major casework campaigns</li> <li>• Coordinator of cases delegated by director and president</li> <li>• Liaison with members of the public, heritage organisations, conservation officers</li> <li>• Write letters commenting on applications involving demolition or substantial harmful change</li> <li>• Assess importance of applications in terms of existing building as well as impact of proposed works</li> <li>• Write letters to local authorities expressing concern about heritage assets in poor condition</li> <li>• Act as primary point of contact for casework in the office</li> <li>• Carry out extensive background research</li> <li>• Attend site visits where appropriate</li> <li>• Present cases to casework committee</li> <li>• 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.</li> <li>• Provide ad hoc support to the president</li> </ul>
<b>Media/PR</b>	<ul style="list-style-type: none"> <li>• Draft and distribute press releases</li> <li>• Maintain press list</li> <li>• Coordinate social media in conjunction with the Director – Twitter, Facebook and Instagram.</li> <li>• Coordinate website content in conjunction with Director</li> </ul>
<b>Events &amp; Fundraising</b>	<ul style="list-style-type: none"> <li>• Attend events in conjunction with director, including evening events</li> <li>• Assist fundraising team with fundraising initiatives where required</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• Assist with co-ordinating, writing, compilation and editing of reports and SAVE newsletter</li> </ul>

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

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

### Terms and Conditions

<b>Weekly Hours</b>	Full time 35 hours per week (plus some evenings)
<b>Location</b>	Clerkenwell, central London
<b>Annual Leave</b>	25 work days, plus office closure between Christmas and New Year
<b>Salary</b>	£22,000 – £24,000 (depending on experience)
<b>Pension</b>	NEST pension scheme
<b>Probation</b>	6 months

To apply, please send CV and covering letter to [office@savebritainsheritage.org](mailto:office@savebritainsheritage.org)  
For more information please call Henrietta Billings, Director on 020 7253 3500

The closing date for applications is Friday January 5th and interviews will be held 11<sup>th</sup> and 12<sup>th</sup> January 2018.