

Job purpose:

This is a key role in the SAVE team. You will co-ordinate our casework responses, and act as a primary point of advice for casework in the office. You will liaise with a wide range of people from members of the public and community groups to decision makers on all levels from local authorities and amenity societies to national organisations and government. You'll be prioritising, planning and co-ordinating campaigns in conjunction with the Director, and Editorial and Communications Manager – from organising public meetings and drafting petitions, to speaking at events, or helping to craft press releases.

You will co-ordinate SAVE's comments on planning applications, assessing proposals in terms of impact/significance within statutory timeframes, and occasionally making representations to planning committees as well as liaising with legal advisers, architects or developers where appropriate. You will contribute copy for online content and support the Editorial and Communications Manager in the production of SAVE publications including our bi-annual newsletter.

We are a small, busy and friendly team. This post reports to the Director and manages an Assistant Conservation Officer.

Job details

Location: Our office is at Cowcross Street, Clerkenwell, central London in a shared space working alongside other organisations and practices in the built environment

Hours: Full time, 35 hours per week, with occasional evening work and national travel. Part time 4 days a week role considered.

Salary: £32k depending on experience

Annual leave: 28 days including 3 days between Christmas and New Year plus national bank holidays.

Core responsibilities:

1. To respond to and liaise with community groups, members of the public and local planning authorities regarding advice on major planning applications and emergency cases.
2. To assist with the assessment and responses to major planning applications affecting historic buildings. To liaise with our Buildings at Risk Officer where necessary.
3. To liaise with our Editorial and Communications Manager regarding content for press releases and social media and press comment. Draft content for our bi-annual newsletter.
4. Liaising with architects, lawyers, engineers depending on the nature of major campaigns or action eg alternative schemes, public inquiries, legal action
5. To represent SAVE at public meetings or planning committee meetings, give public talks, attend a wide range of events.
6. To line manage our Assistant Conservation Officer and train and manage casework volunteers.

| Person Specification | Essential | Desirable |
|---|-----------|-----------|
| Knowledge and Skills | | |
| <ul style="list-style-type: none"> • Knowledge of the UK planning system and legislation, particularly in relation to the historic environment. | X | |
| <ul style="list-style-type: none"> • Experience of assessing the relevant major impacts of largescale planning applications and making appropriate representations | | X |
| <ul style="list-style-type: none"> • Experience of dealing with the media or campaigning work | | X |
| <ul style="list-style-type: none"> • Ability to organise, manage and prioritise own workload and time to meet tight deadlines, sometimes working on several major projects at one time | X | |
| <ul style="list-style-type: none"> • Excellent writing skills, communication skills, and presentation skills | X | |
| <ul style="list-style-type: none"> • Effective networker with ability and willingness to communicate with a wide range of people | | X |
| <ul style="list-style-type: none"> • Social media proficiency – including Facebook, X (Twitter), Instagram and Mailchimp | | X |
| <ul style="list-style-type: none"> • Experience of working collaboratively, managing colleagues and effective delegation | | X |
| <ul style="list-style-type: none"> • Experience of public speaking or willingness to learn | | 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"> • Proven experience of providing creative solutions to problem solving, strategic thinking and demonstrating a 'can-do' attitude | X | |
| <ul style="list-style-type: none"> • Knowledge of architectural history | | X |
| <ul style="list-style-type: none"> • Ability to read and interpret architectural drawings and plan | X | |