

THE GEORGIAN GROUP

JOB DESCRIPTION: CONSERVATION ADVISER

Job Title:	Conservation Adviser for Wales
Reports to:	Head of Casework
Responsible for:	The Georgian Group's casework within a defined territory
Hours:	Six days per month, £10,000
Document revised:	November 2024

JOB DESCRIPTION

Key Tasks

1. Dealing with notifications of applications for Listed Building Consent received as a result of WG 22-40 The Listed Building Applications and Decisions (Duty to Notify National Amenity Societies and the Royal Commission) (Wales) Direction 2022, and with planning applications and case-work notified under the Ecclesiastical Exemption procedures.
2. This work includes:
 - Identifying relevant notifications within the period 1700-1840
 - Assessing the importance of applications, in terms of significance and the potential impact of the works. This may involve both research and liaison with Conservation Officers, architects, local amenity groups and others
 - Identifying significant or difficult cases for presentation to and discussion with the Casework Committee
 - Attending site visits
 - Preparing for, attending and giving evidence to Public Inquiries, Consistory Courts or equivalent hearings
 - Liaison with the Casework Volunteer in order to ensure that records of the numbers and periods of notifications are created
 - Ensuring that the casework files are deposited with the Honorary Archivist in a timely manner
3. Attending and servicing the meetings of the Casework Committee, contributing items for the agenda
4. Helping to co-ordinate the Group's response on matters of general policy or national

importance, and putting buildings forward for spot-listing or upgrading.

5. Liaising with the Head of Casework and other Conservation Advisers in the Georgian Group over casework within their areas
6. Liaising with the other Amenity Societies on issues of common interest
7. Responding to requests from members of the public, offering advice and support for local campaigns
8. Contributing to all aspects of the Group's work, including preparing casework reports for the society's magazine, reporting to the Executive Committee biannually, and speaking to the Group's members and local groups about casework

N.B.: Further guidance is contained in the Casework Manual

Key Skills & Experience

- Education to degree level or equivalent
- Experience in the heritage or planning sector
- Excellent analytical and writing skills
- Able to read architectural drawings
- Familiarity with the geographical territory that he/she is responsible for
- Knowledge of the secular planning systems (England and Wales), and of current conservation issues
- Knowledge of the ecclesiastical exemption system
- Computer literate
- Demonstrable knowledge of British architecture from 1700-1840
- Able to organise, plan and prioritise own work, and to work under pressure and meet deadlines
- Capable of working independently and as part of a team
- Encourage suggestions and ideas from others and willing to take on board their ideas
- Persuasive; has excellent communication skills, both oral and written, and can present complex information in a concise, accurate and understandable way
- Analytical; is able to undertake research, take information from a variety of sources, and interpret it quickly and effectively
- Enthusiastic and self-motivated and able to work without constant supervision
- Able to work with and supervise volunteers
- Awareness of the need to act prudently with charitable resources

TERMS OF APPOINTMENT AND BENEFITS

Location and hours of work

Conservation Advisers are either based at the Georgian Group's office at 6 Fitzroy Square, London, or from home in the region for which they are responsible. In both cases some home-working is acceptable. Travel will be required. Normal hours of work are from 9.30am to 5.30pm, six days per month, with one hour for lunch. Time off in lieu is given for work necessarily performed outside these hours.

The Conservation Adviser must attend meetings of the Casework Committee, which take place in the evening in London and via Zoom (usually the last Monday of every month).

The Conservation Adviser is expected to have a clean driving licence.

Salary

Current Salary £10,000. The Group will enrol the employee into the contributory stakeholder pension scheme operated through the Pensions Fund available to all eligible employees and pay the employer pension contribution at the statutory level.

Annual leave

Annual leave allowance is 9 days, not including statutory holidays (pro-rata). In addition, the office is closed between Christmas and New Year.

Probation

The Georgian Group requires all staff to serve a six month probationary period.