

Society for the Protection of Ancient Buildings JOB DESCRIPTION

OUTLINE

Job Title: Head of Casework

Hours: Full-time, permanent

Location: The SPAB, 37 Spital Square, London, E1 9DY
Travel to sites and other locations required.

Salary: £40-42 000 pa

Department: Casework

Responsible to: Director

Advised by: Casework Committee

Key relationships: Team Leaders, Trustees, Guardians, expert volunteer-members

APPLICATION

Please send CV, and covering letter with reasons for applying, to: Matthew Slocombe, SPAB
Director director@spab.org.uk

DATES

Closing date for applications: Thursday **22 November 2018**

Interview date: Friday **30 November 2018**, SPAB HQ

ROLE DESCRIPTION

Introduction – The SPAB

The Society for the Protection of Ancient Buildings (SPAB) is the UK's oldest buildings conservation charity, founded in 1877 by the designer, writer and campaigner William Morris. Today, it is a statutory adviser in the planning system, a campaigning organisation, a provider of training and expert technical advice, and a membership organisation with a network of regional groups. It has branches in Scotland and Ireland, and a section dedicated to the protection and use of historic wind- and watermills.

The SPAB has c30 full- and part-time staff, many of whom work from the Society's headquarters - a Georgian townhouse in Spitalfields - with others home-based around the country. Staff are supported by expert committees and dedicated volunteers.

OVERVIEW

Casework was the Society's principal function on foundation in 1877 and remains one of its primary activities. The Head of Casework is a key member of the Society's staff. The SPAB has a formal role in both the secular and ecclesiastical listed building consent systems. The Head of Casework will lead the Society's casework activities, as well as managing the work of other casework staff. In addition, there will be campaigning, grant-making, 'buildings at risk', advocacy, lecturing and administrative work. The Head of Casework will also be a member of the Society's Senior Management Team.

PRINCIPAL DUTIES

Casework

- Implementation of the SPAB Strategy for casework.
- Oversight of incoming casework from all sources, including the Casework Database.
- Carrying out secular and ecclesiastical casework (to complement that of the members of the team) and scrutiny of casework responses prepared by other team members.
- Development of and coordination of an expert volunteer network, involving SPAB Guardians and other members
- Management of and contributions to the Guardians' Casework Committee, working with its Chair to set meeting agendas.
- Listing advice and responses to applications for listing and de-listing.
- Planning advice in response to enquiries from SPAB members, the public and conservation professionals.
- Attendance of public inquiries and consistory courts when required.
- Media comment on casework matters (as agreed with the Director).

Team Management

- Management of the work of the Casework Team .
- Preparation of an annual Operational Plan for casework.
- Membership of the SPAB senior management team, with responsibility for coordinating the team's work in relation to that of others within the organisation.
- Budgeting for the Casework team and financial coding of expenditure.
- Regular reporting to the Director, trustees and Guardians on the team's work.
- Assessment of risks faced by members of the Casework team and associated volunteers.

- Regular staff appraisals for members of the Casework team and organisation of team meetings and away days.

Other Duties & Administration

- Involvement with external committees (as agreed with the Director).
- Contributions to Board and other committee meetings (when requested by the Director)
- Responses to planning-related policy consultation documents.
- Completion and coordination of casework volunteer insurance returns.
- Management of and contributions to Casework content of the SPAB website.
- Management of and contributions to casework for the SPAB Magazine, Annual Review and other publications.
- Lectures for courses – particularly SPAB courses for homeowners, the RICS Summer School, and the SPAB's Repair Course.
- Completion of grant returns to Historic England, Cadw and other grant-making bodies.
- Identifying and assessing candidates for SPAB grant that arise from casework.
- Special project work arising from cases.
- Planning advice to other SPAB staff, including the Mills Section.
- Occasional assistance with other SPAB activities, events and administration.

PERSON SPECIFICATION

Essential:

- A professional qualification related to building conservation.
- Knowledge of traditional building construction, conservation repair techniques and new design.
- Familiarity with both secular and ecclesiastical consent systems.
- Staff management experience.
- IT literacy.
- Demonstrable presentation and writing skills.
- Good interpersonal skills and ability to work well with a range of colleagues and volunteers across a small but busy organisation.
- Well organised and self-motivated.

THE SOCIETY FOR THE PROTECTION OF ANCIENT BUILDINGS
37 Spital Square London E1 6DY Telephone 020 7377 1644 info@spab.org.uk



- A strong interest in and sympathy with the SPAB Approach to building conservation.

Desirable:

- IHBC membership and/or conservation accreditation
- Driver with access to a car
- Familiarity with voluntary sector and committee work