



Society for the Protection of Ancient Buildings

JOB DESCRIPTION

Job Title:	SPAB IRELAND OFFICER
Hours:	8 hours per week, one year fixed-term
Salary:	£36,000 per annum, pro-rata for 1 day per week (equivalent to £7,200 per annum)
Location:	Home-based
Responsible to:	Senior Membership Manager
Key relationships:	SPAB Ireland Committee, SPAB team members and other colleagues

Introduction – The SPAB

The Society for the Protection of Ancient Buildings (SPAB) is the one of Europe's oldest buildings conservation charities, founded in 1877 by the designer, writer and campaigner William Morris. Today, it is a statutory adviser in parts of the UK's 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 specialist group dedicated to the protection and use of historic wind- and watermills.

ROLE OVERVIEW

To work with SPAB colleagues to oversee and administer the activities of SPAB Ireland and to work with the SPAB Ireland Committee, especially when organising events. To represent the SPAB across the island of Ireland and be able to pursue the SPAB's strategic aims effectively and enthusiastically. To coordinate any casework or campaigning activity in Ireland with support from SPAB Ireland Committee members and where necessary in liaison with SPAB colleagues. Management of volunteers in assisting with events and allocated projects. Play a part in increasing SPAB's influence and revenue through membership, events, grants and other opportunities.

PRINCIPAL DUTIES

- Organising SPAB Ireland committee meetings, taking meeting minutes and highlighting action points
- Managing SPAB Ireland correspondence
- Working closely with Line Management and colleagues across the organisation to ensure cross-team information sharing; attending staff meetings to allow opportunity to share updates from SPAB Ireland
- Working with Line Management to develop the SPAB Ireland annual budget and operational plan
- Assisting with financial and grant administration, working with colleagues and the SPAB Ireland Committee
- Working in close collaboration with the Ireland Chair and committee members to achieve SPAB's strategic objectives and in collaboration with other SPAB staff teams

Membership & Event Organisation

- Working with the membership team to develop SPAB membership across Ireland
- Supporting Ireland committee members with the organisation of events, attending events where possible

Communications and Public Engagement

- Working with the Communications Team, submit content to SPAB comms channels, ensuring visibility for SPAB Ireland

Other Duties & Administration

- Work with colleagues to ensure any requirements of the Irish Charities Regulator are met

PERSON SPECIFICATION

Essential Skills and Experience

- **Administrative skills:** Demonstrable experience in managing correspondence, taking minutes, organising meetings, and maintaining records accurately and efficiently.
- **Event coordination:** Experience supporting or organising events, ideally within the heritage, cultural or voluntary sectors.
- **Communication skills:** Excellent written and verbal communication skills, including experience drafting content for websites, newsletters, or social media.

- **Teamwork and collaboration:** Ability to work closely with colleagues, volunteers, and committee members, fostering constructive relationships.
- **Self-motivation:** Proven ability to work independently and manage time effectively, especially in a remote working context.
- **IT proficiency:** Competent in Microsoft Office and other standard administrative software; comfortable learning new systems.
- **Understanding of heritage or conservation issues:** Interest in, and ideally experience of, the built heritage or conservation sector.

Desirable Skills and Experience

- **Knowledge of Irish heritage landscape:** Familiarity with heritage policy, practice, or planning in the Republic of Ireland and/or Northern Ireland.
- **Volunteer management:** Experience supporting or coordinating volunteers.
- **Budgeting and grant administration:** Experience assisting with budgets, grant reporting or basic financial administration.
- **Public engagement:** Experience delivering or supporting public engagement, outreach or community events.

Personal Qualities

- Organised and detail-oriented.
- Friendly and approachable, with good interpersonal skills.
- Flexible, adaptable, and proactive.
- A genuine enthusiasm for the SPAB's aims and mission.

Application Method and Timeframe

- Please send a CV with brief covering email to recruitment@spab.org.uk by **Monday 18 August 2025 at 9.00am**. Late applications will not be accepted.
- Shortlisted candidates will be notified by Friday 22 August 2025.
- Interviews will be held online on **Thursday 4 September 2025**.

For an informal conversation on the role, please contact Dr Michael Nelles, Senior Membership Manager, at michael.nelles@spab.org.uk.