



# Job Pack

## Learning Programmes Manager

**Location:** Flexible - home-based in the UK and/or at SPAB HQ, 37 Spital Square, London, E1 6DY. Some travel around the UK will be required to fulfil the role.

**Hours:** Full-time (1.FTE)

**Term:** Permanent

**Salary:** £36,000 - £40,000 per year, based on experience

**Application deadline:** 9am Wednesday 19 August 2026

**Round 1 interviews:** Tuesday 8 September 2026, London

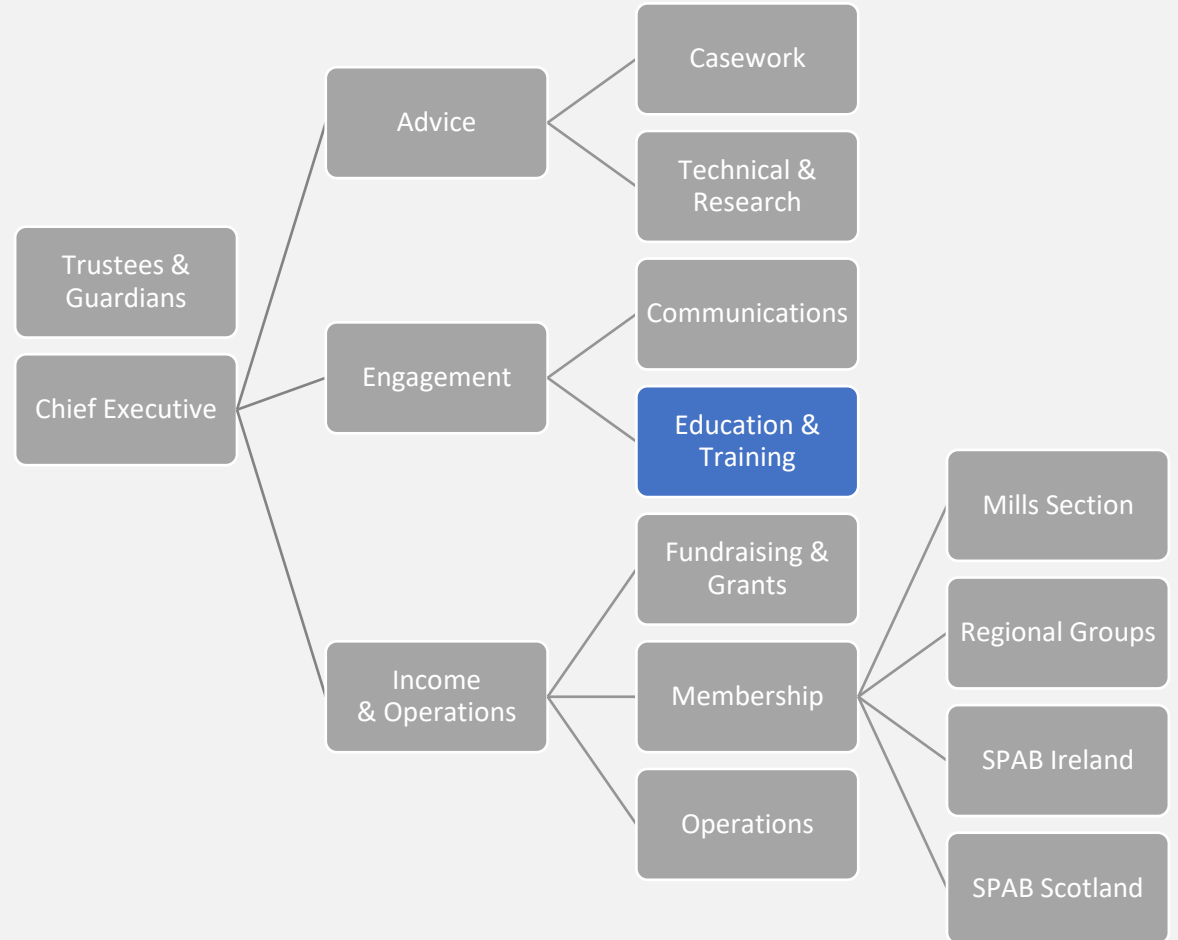
The Society for the Protection of Ancient Buildings  
[www.spab.org.uk](http://www.spab.org.uk) | @spab1877

# About us

The Society for the Protection of Ancient Buildings (SPAB) gives old buildings a future. We help people to look after old buildings, making them fit for purpose while keeping their historic character. As a charity, we do this through casework, technical research and advice, education and training, awards, outreach and events across the UK and Ireland.

Our work is underpinned by a conservation philosophy that encourages people to preserve historic fabric. The SPAB Approach provides a well-tested basis for practical decision-making in building conservation. We also encourage excellence in new design to enrich and complement the built historic environment.

Founded in 1877 by William Morris and his fellow campaigners, the SPAB continues to advocate for old buildings 150 years later.





# About the role

The **Learning Programmes Manager** fulfils a key role in the busy Education and Training team at SPAB. They have responsibility to coordinate and deliver our two annual learning programmes: the **SPAB Scholarship** and the **SPAB Fellowship**. Using their high-level administrative or project management experience and excellent interpersonal skills, the Learning Programmes Manager leads in development, delivery and review of these flagship programmes.

The Learning Programmes Manager works in consultation with the Senior Education and Training Manager and Director of Engagement, and closely with SPAB colleagues, to promote the learning programmes, maximise their outcomes, collaborate on funding opportunities and reporting, and deliver core strategic objectives.

The Learning Programmes Manager is self-motivated to work independently to establish and maintain vital professional relationships within the sector to ensure SPAB Scholars and Fellows experience a fulfilling learning experience. The Learning Programmes Manager has responsibility for onboarding Scholars and Fellows, including recruitment and induction, designing and planning the programmes, managing programme budgets and strategic planning for future programmes.



The **Learning Programmes Manager** contributes regular updates for our charity Guardians and has responsibility for coordinating the Scholarship and Fellowship Liaison Group, programme mentors and their associated meetings. They are a team-player and work with colleagues to promote the programmes and their alumni, and seek opportunities for outreach within tertiary education, and the heritage and building conservation sectors.

As a highly organised problem-solver, the Learning Programmes Manager will take a practical approach to delivering SPAB's flagship programmes:

- The **SPAB Scholarship** is an intensive nine-month programme which gives Scholars (early career architects, surveyors and engineers) the chance to travel the country together learning on site from specialist craftspeople and building conservation experts. The SPAB Scholarship is a post-graduate learning opportunity for those with ambitions to shape the repairs and interventions to historic buildings. Many Scholars are now among the leading conservation experts in the UK and overseas, looking after a wide range of historic buildings and sites in a variety of roles.
- The **SPAB Fellowship** is a unique scheme designed to broaden the skills and experience of craftspeople involved in historic building repairs. Fellows develop their own skills and approach to repair and learn about other traditional craft techniques through site visits guided by experienced conservation professionals. They also meet design teams, conservation officers and other aspects of the sector to get a fully rounded understanding of the process involved in bringing a repair project to site.





# What we're looking for

A **highly organised individual** with proven administration or project management skills and an eye for detail. A **confident and approachable communicator**, motivated to work both independently and collaboratively to deliver unique learning programmes.

- Experience of establishing and maintaining administrative or project management systems and procedures and using the appropriate software to support this.
- A practical hands-on approach to programme management, including proactive problem-solving and an understanding of logistics and processes.
- Confidence in communicating and engaging with a wide range of stakeholders such as funders, programme hosts, volunteers, professionals and young people.
- Experience in working to deadlines and managing multiple schedules.
- A passion for and understanding of building conservation skills and training needs.
- An outward looking and collaborative colleague, with a positive approach to their work and challenges.
- A commitment to building a career in this rewarding role.

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|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Salary:</b> £36,000 - £40,000 per year<br>+ 5% employer's pension contribution                                                                                       |
|  | <b>Hours:</b> 40 Hours per week.<br>Monday - Friday, with flexibility to work weekends and evenings when required.                                                      |
|  | <b>Term:</b> Permanent                                                                                                                                                  |
|  | <b>Location:</b> Flexible - home-based in the UK and/or at SPAB HQ, 37 Spital Square, London, E1 6DY.<br>Some travel around the UK will be required to fulfil the role. |
|  | <b>Reports to:</b> Senior Education & Training Manager                                                                                                                  |
|                                                                                     | <b>Line management:</b> None                                                                                                                                            |
|  | <b>Team:</b> Education & Training                                                                                                                                       |

# What we offer

- A supportive, friendly and collaborative work environment, where you can develop your skills and make the most of your talents.
- 21 days of annual leave per calendar year, plus UK bank holidays and a generous closure over the Christmas period.
- A contributory pension scheme through the Pensions Trust, with a contribution of 5% of gross salary if you choose to opt in.
- A flexible working policy, whereby you can work the hours that suit you from a location that suits you, as agreed with your line manager.
- Involvement in and attendance at SPAB events, including working parties and wider heritage sector events.

## Equal Opportunities

We particularly welcome applications from people with backgrounds underrepresented in building conservation.

Any questions about the role before you apply? Or anything we can do to make this role or application process more accessible for you? Please email [recruitment@spab.org.uk](mailto:recruitment@spab.org.uk).

## How to apply



Send a cover letter and CV (max 2 pages each) detailing how you fit the specification for the role

Send your application to [recruitment@spab.org.uk](mailto:recruitment@spab.org.uk) by 9am Wednesday 19 August 2026.

Round 1 interviews will be held at SPAB HQ, 37 Spital Square, London, E1 6DY on Tuesday 8 September 2026.

Arrangements for Round 2 interviews will be confirmed following the first round of interviews.

# Thank you

## Use of AI

We recognise that artificial intelligence (AI) can be useful for applicants in drafting their application letters. However, we are interested in hearing your authentic voice and specific examples of your work through your cover letter.

## Any questions?

Contact us at [recruitment@spab.org.uk](mailto:recruitment@spab.org.uk) .

A detailed job specification is available.

