



# SPAB Job Pack

## Full-time (5days p/w) Education & Training Manager

The SPAB is looking for a new Education & Training Manager. This is an important senior appointment. The postholder will play a leading role in one of the SPAB's main areas of activity and will help shape the organisation's work and future direction.

Deadline: for applications: **Thursday 28th October 2021**

Interviews: **Monday 8th November 2021**

[www.SPAB.org.uk](http://www.SPAB.org.uk) @SPAB1877

Founded in 1877. A charitable company limited by guarantee registered in England and Wales.  
Company No. 5743962. Charity No. 111 3753. VAT No. 577 4276 02

# Welcome



A handwritten signature in black ink, which appears to read "Matthew Slocombe".

**Matthew Slocombe**  
**Director**

Thank you for your interest in working for the SPAB. We are the country's longest established building conservation body, founded in 1877. Understanding, learning and training have always been central to the organisation's aims.

It's an exciting time for the SPAB as we begin the implementation of our new 2022-2025 strategy, broaden our reach and adapt to a changing world. We have many well-regarded educational activities to maintain, including our Scholarship and Fellowship programmes and extensive range of courses for professionals and enthusiasts. We also have new activities to develop, such as the training of millwrights, online courses, and educational activities linked to our building projects.

Our key message is one of sustainability. In this role you will be helping people to care for and manage the built historic environment. The SPAB Educational and Training Manager heads a small staff team and works with leading experts in the conservation field. This is a prominent position within the heritage sector and we will support you in the development of your profile and skills.

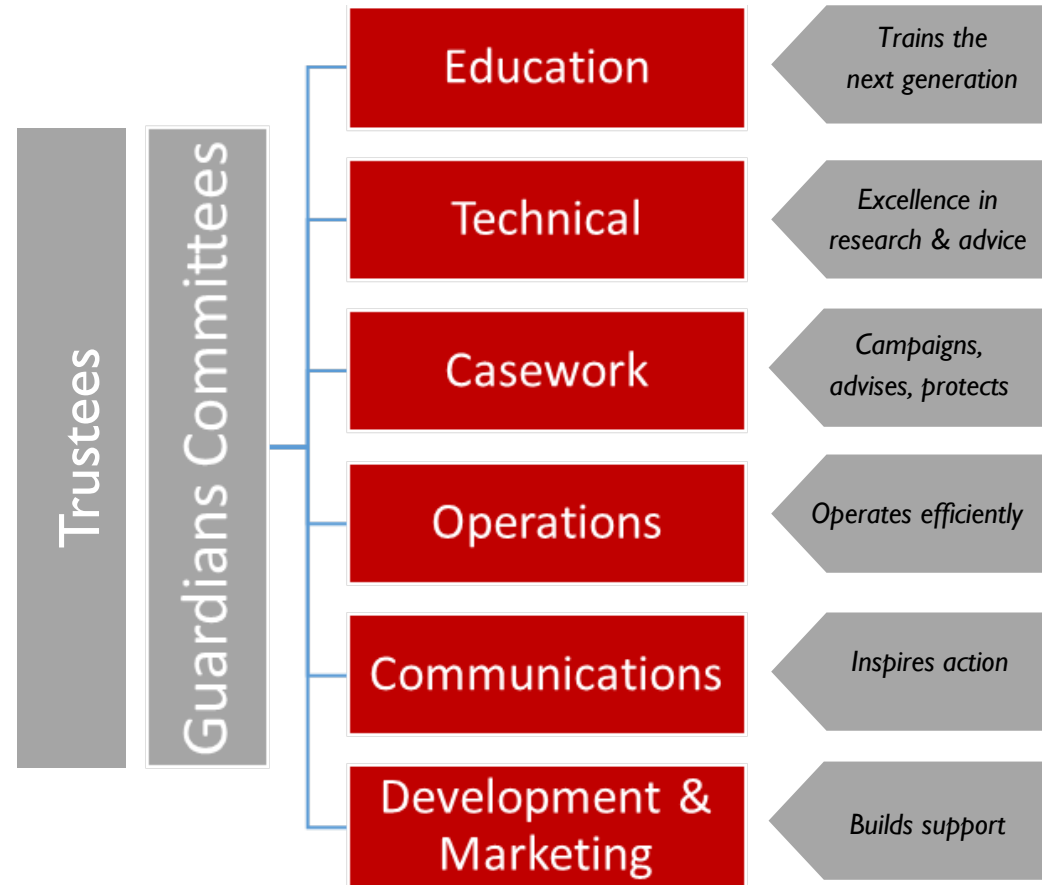
# About us

Founded in 1877 by William Morris and his fellow campaigners, the SPAB was established to champion a careful and conservative approach to old building care. Today, the SPAB Approach offers a well-tested basis for practical decision-making within the building conservation field. We also encourage excellence in new design to enrich and complement the built historic environment. We train new generations of architectural professionals and building craftspeople to maintain and manage our precious stock of historic structures. We campaign, praise success through awards, and hand on knowledge to all who seek it.

We are an international charity, with branches in Ireland and Scotland and members worldwide. Our governance structure consists of a Board of Trustees backed by around 90 voluntary Guardians, elected by or appointed from our membership. These expert members support our staff of around 30, including a small team dedicated to education and training work. Income is derived from subscriptions, legacies, grants, and donations, as well as investments and commercial activities such as running courses and selling publications.

## Our mission

- Protecting old buildings for everyone
- Championing the SPAB Approach through all activities
- Promoting environmental sustainability and the positive contribution building conservation and maintenance make to it
- Encouraging building crafts and practical participation for the benefit of old buildings and for people's wellbeing



# About the role



Salary: £45 000 plus contributory pension



Hours: 5 days/ 40 hours pw



Location: Spitalfields, London E1, with the possibility of some home-working



Reports to: Director



Manages: team of 5 plus consultants



Works with Management Team and Education and Training Committee



Term: permanent

## Education and Training Manager

The Education and Training team makes a major contribution to the SPAB's charitable work and also generates necessary income. As the team's manager you will ensure that the SPAB's sector leading educational activities are maintained, with new ones developed.

We are looking for someone to play a leading role within the organisation and beyond. Commitment to the SPAB's cause, ideas and learning objectives is essential. You must have outstanding written and verbal communication skills, and the ability to lead, manage and innovate. Familiarity with and understanding of both the heritage and educational sectors is essential.

### Key responsibilities

- Implementation of the SPAB Strategy for education, training and archives
- Planning and managing the work of the Education and Training Team
- Working within the senior management team to coordinate the organisation's activities, including SPAB Awards and internal training
- Representing the SPAB within the sector of heritage education
- Reporting to the Director and Board
- Liaising with the Education & Training Committee and other expert members
- Hosting events, lecturing and writing articles for internal and external publications
- Managing the SPAB archive

# Person Specification

## Experience & Knowledge

- Previous roles within the heritage sector
- Hands-on experience of conservation work
- Knowledge of training regimes for building professionals and craftspeople
- Experience of organising and hosting public facing events
- Knowledge of architectural history, building technology and use of archives
- Familiarity with committee working
- Experience in using expert volunteers

## Skills

- Supportive and inspiring team manager
- Excellent financial and administrative abilities
- Engaging communication skills
- IT literate, with the ability to maintain CRM systems, update websites and create online content
- Ability to innovate

## Personal qualities

- Adaptable can-do attitude
- An excellent team player, keen to make things happen
- Self-motivated with an ability to work independently and organise and balance competing priorities
- A personal interest in the SPAB's cause



## How to apply

Application by  
Cover letter and CV

Send your application to:  
[director@spab.org.uk](mailto:director@spab.org.uk)  
by **28th Oct**

Interviews will be held at 37 Spital  
Square, London E1 on:  
**8th Nov**



If you have any questions about the role, or if you need any adjustments to be made in order to apply or attend interview please get in touch:  
**[director@spab.org.uk](mailto:director@spab.org.uk) / 02073771644**

# What we offer

## Leave

SPAB staff receive 20 days annual leave per annum plus bank holidays, rising to 23 days after five years of service and 26 days after ten years. In addition The SPAB closes between Christmas and New year at the discretion of the Director.

## Pension

The SPAB's runs a contributory pension scheme through the Pensions Trust. The Society makes a contribution of 5% of gross salary for those that opt in

## Flexible working

This is an office-based post, but there will be flexibility to work from home by agreement.. Some evening and weekend work is involved, but time in lieu can be taken.

## Activities & Training

SPAB staff are encouraged to extend their learning and expertise through training, involvement in events such as our working parties, and participation in wider sectoral activities.

## Equal Opportunities

The SPAB is committed to eliminating discrimination and encouraging diversity in the sector. We particularly welcome applications by people from backgrounds underrepresented in building conservation.

