



# Job Description

## Casework Officer

**Location:** flexible, with site visits in London, southeast England and East Anglia

**Hours:** 3 days (24 hours) per week

**Term:** 2 year fixed-term contract

**Salary:** £30-40k FTE, depending on experience

**Deadline:** Wednesday 27 March 2024, 12pm

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

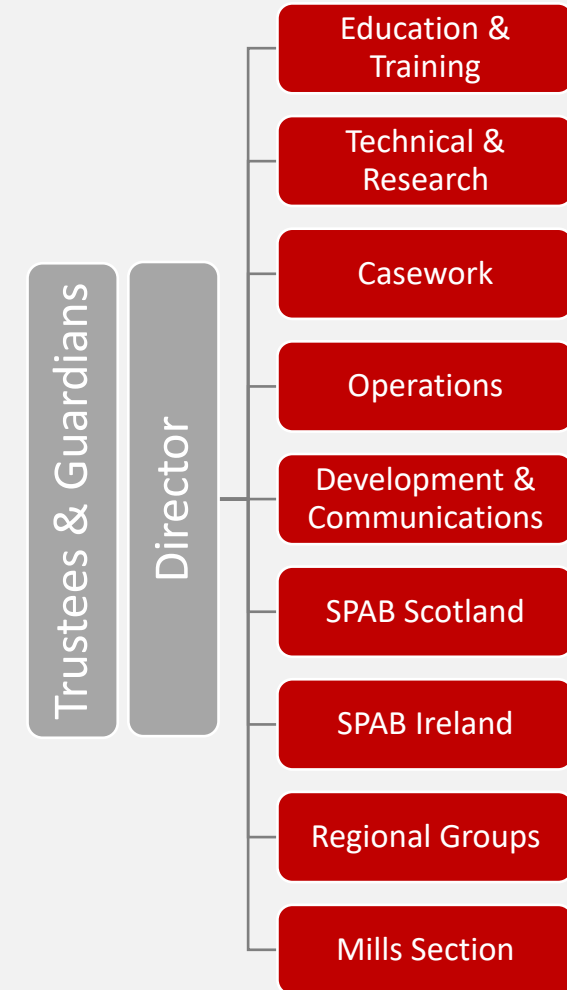
# About Us

The Society for the Protection of Ancient Buildings (SPAB) gives old buildings a future.

We educate and inspire people to look after old buildings, making them comfortable and sustainable while keeping their character. 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 almost 150 years later.



# About the Role

## The Casework Team

As a National Amenity Society, casework is one of the main ways in which we protect old buildings for the future. We have a statutory role in both the secular and ecclesiastical listed building consent systems.

Our Casework Team provides expert comment to planning authorities across England and Wales, advising on the best conservation approach for old buildings.

## The Casework Officer

As Casework Officer, you will manage and respond to cases through our formal role as a National Amenity Society, advised by expert volunteers and Casework Committee members. You will also have some 'buildings at risk', advocacy work and administrative work.









# What You'll Do

## Main Responsibilities

- ☐ Carry out secular and ecclesiastical casework in accordance with the SPAB Approach.
- ☐ Attend site visits in London, the southeast of England and East Anglia.
- ☐ Present cases requiring advice to the Casework Committee.
- ☐ Provide planning advice in response to enquiries from SPAB Members, conservation professionals and the public.
- ☐ Provide listing advice and responses to applications for listing and de-listing buildings.
- ☐ Record responses and actions taken in the Casework Database, run by the Council for British Archaeology on behalf of the Joint Committee of the National Amenity Societies.

## Other Responsibilities

- ☐ Contribute to the Casework section of the *SPAB Magazine* four times a year.
- ☐ Speak at the SPAB's educational and outreach events.
- ☐ Provide planning advice to other SPAB staff, including the Mills Section who respond to casework applications regarding windmills and watermills.
- ☐ Occasionally assist with other SPAB activities, events and administration.

	<b>Salary:</b> £30-40K (FTE) depending on experience + 5% employer's pension contribution
	<b>Hours:</b> 3 days per week (24 hours per week)
	<b>Term:</b> 2-year fixed term contract
	<b>Location:</b> Spitalfields, London, E1, with hybrid/flexible working available
	<b>Reports to:</b> Head of Casework
	<b>Team:</b> Casework

## Equal Opportunities

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

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).

# About You

## Knowledge and Experience

- ☐ Extensive knowledge and practical experience of the UK planning system, particularly the secular and ecclesiastical consent systems as they relate to the historic environment.
- ☐ Comfortable reading and interpreting architectural drawings and other documents that accompany an application, including heritage statements, design and access statements, and statements of significance and needs.
- ☐ An understanding of what constitutes 'significance' and 'harm' in relation to historic buildings.
- ☐ Detailed knowledge of architectural history.
- ☐ A commitment to the SPAB's conservation philosophy and objectives.

## Skills

- ☐ Ability to manage workload effectively and to meet tight deadlines.
- ☐ Excellent writing and presentation skills, with demonstrable ability to write effective letters of advice and present cases to expert panels for discussion.
- ☐ Excellent IT skills, including use of the full MS Office suite.

## Personal Qualities

- ☐ Meticulous, with a strong attention to detail.
- ☐ Well organised, able to manage and prioritise multiple tasks, and work to deadlines.
- ☐ An excellent team player, comfortable working flexibly as part of a small team that includes remote and part-time workers.
- ☐ Self-motivated, with the ability to work independently and unsupervised.
- ☐ Adaptable, can-do attitude.
- ☐ A personal interest in the SPAB's cause.

# What We Offer

- 20 days annual leave per annum, plus a generous Christmas closure period and UK Bank Holidays.
- A contributory pension scheme through the Pensions Trust, with a contribution of 5% of gross salary for those that 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.
- A TOIL policy, whereby you can reclaim any additional hours for occasional evening and weekend work.
- Involvement in and attendance at SPAB events, including Working Parties, and wider heritage sector events.

## Get in Touch

Any questions about the role before you apply? Please email Christina Emerson, Head of Casework, at [christina.emerson@spab.org.uk](mailto:christina.emerson@spab.org.uk).

Need any adjustments in order to apply or attend an interview? Please email [recruitment@spab.org.uk](mailto:recruitment@spab.org.uk).



## How to Apply



Send a cover letter and CV (max 1 page each) detailing how you fit the specification for the role.

Send your application to [recruitment@spab.org.uk](mailto:recruitment@spab.org.uk) by Wednesday 27 March 2024, 12pm

Interviews will be held at 37 Spital Square, London E1