



SPAB Job Pack

Part-time (20 hours p/w) Casework Support Officer

The SPAB is looking for a new Casework Support Officer. Casework is one of our primary activities and this is a key role within the casework team

Deadline: for applications: **Friday 14th January 2022**

Interviews: **Tuesday 25th January 2022**

www.SPAB.org.uk @SPAB1877

Founded in 1877. A charitable company limited by guarantee registered in England and Wales.
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Welcome



A handwritten signature in black ink, reading "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. Since the foundation of the SPAB in 1877, casework has been at the centre of our work.

Today in England and Wales, the Society has a statutory role in the secular planning system. The SPAB is one of six National Amenity Societies that must be notified by local planning authorities of all applications that involve the total or partial demolition of a listed building, giving us an opportunity to comment on the proposed scheme. We have a similar role within the ecclesiastical consent systems.

It's an exciting time for the SPAB as we begin the implementation of our new 2022-2025 strategy. That will see a focus on responding to those applications where it is clear that the SPAB can make a difference, where its principles are strongly affected or where others are unlikely to provide specialist conservation advice. The Casework Support Officer will have primary responsibility for ensuring that focus is maintained.

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 casework. 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

Trustees

Guardians Committees

Education

Trains the next generation

Technical

Excellence in research & advice

Casework

Campaigns, advises, protects

Operations

Operates efficiently

Communications

Inspires action

Development & Marketing

Builds support



About the role



Salary: £28 000 plus contributory pension



Hours: 20 hours pw



Location: Spitalfields, London E1, or home based by agreement



Reports to: Head of Casework



Works with: Casework Team



Term: permanent

Key responsibilities

Due to our limited resources, we are not able to respond to every notification that we receive and so we focus on those applications where our advice can be most beneficial.

As the Casework Support Officer, you will be responsible for identifying those notifications that require a response from the Society as well as for providing initial comments to help the caseworker in dealing with the case.

Our online casework database serves as a portal where incoming notifications can be viewed. The Casework Support Officer will use this to assess notifications, selecting those that meet the Society's criteria for advice giving. The notes section will allow them to provide a brief summary of the case and highlight issues and information that will help the caseworker in dealing with it.

A weekly report on case numbers and any relevant issues is provided to the Head of Casework.

On occasion, the Officer may need to liaise with the Council for British Archaeology, who manage the database, to flag and aid resolve issues relating to the database.

The Officer will attend weekly staff and team meetings and monthly Casework Committee meetings. Attendance will be predominantly virtual with office attendance required for key events and meetings.

At particularly busy times there may be opportunities, if the post holder wishes and where time permits, to provide casework responses.

Person Specification

Experience & Knowledge

- Familiarity with the secular and ecclesiastical protection regimes and consent systems
- Previous roles within the heritage sector, possibly as an architect, surveyor, conservation officer, or heritage consultant
- Knowledge of architectural history and building technology as it relates to historic buildings
- Good understanding of the concepts of significance and harm in the context of the historic environment
- Good understanding of the SPAB's philosophy and objectives

Skills

- Ability to read and understand architectural drawings
- Familiarity with the documentation that generally accompanies planning applications (heritage statements, design and access statements, statements of significance and needs, etc) and ability to assess the quality of that documentation
- Ability to process and analyse information rapidly
- IT literate, with proficiency in Microsoft Office

Personal qualities

- Confident working and making decisions independently
- A good team player
- A personal interest in the SPAB's cause



How to apply

Application by
Cover letter and CV

Send your application to:
christina.emerson@spab.org.uk
by **14th January**

Interviews will be held virtually
on:
25th January



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:
christina.emerson@spab.org.uk / +44 20 7456 0910

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

There is scope for the role to be based at our Spitalfields, London offices or home based (with office attendance required for key events and meetings). There is also scope for flexibility as to when the hours are worked, subject to agreement by your line manager.

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.



