



SPAB Job Pack

Part-time (1 day p/w) Ireland Officer

The SPAB is looking for a new Ireland Officer to help shape the future of this flourishing and energised national branch. The postholder will work with a supporting committee to devise and run activities across the island of Ireland.

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

Online interviews: **Friday 21st January 2022**

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



Matthew Slocombe
Director

Thank you for your interest in working for the SPAB. We are a long-established building conservation body, founded in 1877. Promoting the SPAB Approach to conservation underlies all our activities.

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. SPAB Ireland is a relatively new national branch, but it is already carrying out important work and leading the organisation in many areas.

Our key message is one of sustainability. In this role you will work with a supportive group of committee members and volunteers to protect historic buildings, encourage their care and appreciation and raise the organisation's profile across the island of Ireland.

The postholder will become a prominent figure within Ireland's heritage sector and we will support you in the development of your profile and skills.

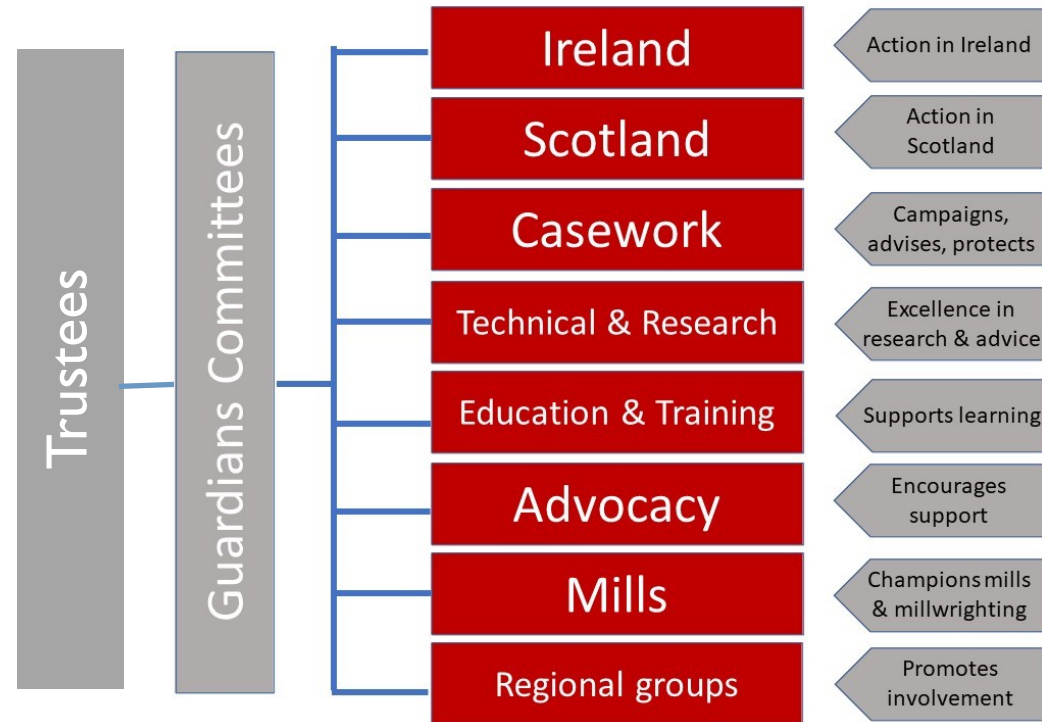
About us

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 including those on the Ireland committee, 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



Remuneration: £33 000 FTE plus contributory pension for employee or freelance



Hours: 8 hours pw (flexible)



Location: home-based in Ireland, with the expectation of occasional visits to London



Reports to: Director



Works with Ireland Committee



Term: permanent employee or freelance

SPAB representative in Ireland

SPAB Ireland makes a growing contribution to the SPAB's charitable work. As Ireland Officer you will ensure that the SPAB's activities are effectively implemented 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 sector and the island of Ireland is essential.

Key responsibilities

- Implementation of the SPAB Strategy
- Planning and supporting events and activities in Ireland
- Raising the SPAB's profile and promoting membership
- Representing the SPAB within Ireland
- Coordinating casework
- Seeking funding and submitting charitable returns
- Reporting to the Director and Board
- Liaising with SPAB staff and volunteers

Person Specification

Experience & Knowledge

- Previous roles within the heritage sector
- Hands-on experience of conservation work
- Experience of organising and hosting public facing events
- Knowledge of architectural history and building technology
- Familiarity with committee working
- Experience in using expert volunteers
- Knowledge of the historic environment within the island of Ireland

Skills

- Supportive and inspiring
- Excellent 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
by **14th Jan 2022**

Interviews will be held online on:
21st Jan 2022



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 / 02073771644

What we offer

Leave

SPAB staff receive 20 days annual leave per annum (pro rata) 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 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.

