

Conservation Officer (Scotland)

Job Description



Purpose of the Post

War Memorials Trust (WMT) works for the protection and conservation of war memorials within the UK. The Conservation Team, through the Conservation Officers, is responsible for delivering the Trust's Conservation Programme including administering grant schemes, providing advice and promoting the importance of good practice in war memorial conservation, maintenance and preservation. The team is office based with outreach work through site visits, talks and presentations dependent on available resources and the requirements of each role. The Conservation Officer (Scotland) will be based in Edinburgh, thus working remotely from the main London office, providing a specific presence in Scotland to ensure the effective running of a Scottish grant programme.

To succeed as a Conservation Officer, you will need to have proven yourself as a team player and strong administrator with experience in the heritage or conservation sectors. To fulfil the role in Scotland you will need to be a self-starter able to work independently whilst recognising the importance of communication with colleagues.

Principle accountabilities:

Conservation Programme: grant-making

- Responsible for running and administering the Centenary Memorials Restoration Fund
- Responsible for delivering the grants scheme through the following activities:
 - assessment of initial enquiries
 - advise on eligibility and application procedures
 - undertaking site visits where applicable
 - technical assessment and processing of applications
 - technical drafting of grant offers and management of the grant-making procedures
 - assessment of completion reports, management of payment and publicising grants through the Trust's website and PR activities
 - liaison with partner organisations
 - quality assurance of completed cases through site visits
- Contribute to the running and administering of other WMT grant programme where appropriate in consultation with other Conservation Officers

ICT

- Responsible for developing and managing WMT's conservation database with colleagues and contributing to the development of other WMT databases where appropriate
- Contributing to the development of WMT's websites

Public relations

- Responsible for undertaking case specific PR work, working with the Director on high profile PR activity and contributing to development of this field of activity
- Responsible for representing the Trust when required

Other

- Contribute to the development of War Memorials Online and ensure results and information generated are integrated into the Trust's other activities
- Contribute to the campaigning work of WMT, to raise awareness of the significance of war memorials, the threats to them and problems/issues involved in their care and stewardship.
- Responsible for attending site visits and meetings, giving talks and attending other events as required
- Work with the Membership and Volunteer Officer in relation to WMT's Office Volunteers and Regional Volunteers
- Report regularly on conservation activities to WMT Trustees
- Deputise in the absence of other staff
- Any other reasonable tasks as requested by and agreed with the Director

Secondary accountabilities:

As a member of the Conservation Team the Conservation Officer (Scotland) will, from time to time, be called upon to support colleagues in delivering the other key functions of the Team's work. This will be of particular relevance when Scottish specific cases or policy work are highlighted and the Conservation Officer for Scotland will be expected to contribute their expertise and understanding.

Conservation Programme: advisory service and casework

- Responsible for the delivery of WMTs conservation casework including providing advice on specific conservation, repair and maintenance questions
- Responsible for acting as first point of contact for the Trust's Conservation work (letter, telephone and email).
- Responsible for ensuring WMT responds to all enquiries received either directly or in conjunction with other staff. These can cover aspects of war memorial history, creation, care, conservation, repair, legislation and related questions
- Responsible for ensuring WMT maintains records of war memorials at risk and acts proactively in encouraging their conservation and repair including through the submission of listing applications, liaising with custodians or the local community
- Responsible for responding to consultations, for example planning applications, on behalf of WMT
- Responsible for managing casework review dates and ensuring casework is followed up

Policy/Learning

- Responsible for the preparation of advice notes and advisory materials relating to war memorial conservation issues
- Responsible for maintaining and developing conservation sections of the website including grants and advice.
- Responsible for managing the relationship with War Memorials Officers, preparing a bi-annual newsletter and delivering training/networking events
- Responsible for developing the Trust's learning activities for custodians and contractors
- Responsible for the conservation contribution to WMTs quarterly Bulletin
- Contribute to training materials for WMTs Regional Volunteers, in conjunction with the Membership and Volunteer Officer
- Contribute to the development of WMT's youth learning programme in conjunction with the Learning Officer
- Contribute to the development and maintenance of effective working relationships with other heritage/conservation, ex-service and related organizations etc. in conjunction with the Director