

Conservation Team: Job Description



War Memorials Trust

All Conservation Officers are part of the Conservation Team. Conservation Officers and colleagues deliver the Conservation Programme activities listed below. There is flexibility around who leads in which areas, adapted depending on locations, skills and experience. The charity recognises that one of the key benefits of being a small team is flexibility and that by recognising each other's strengths, needs or requirements, the best possible service can be delivered to its users.

WMT objectives

The Trust operates within the UK, Channel Islands and Isle of Man. Its objectives are:

1. To improve the condition of war memorials, in their historic design and setting, to support their long-term preservation in-line with best conservation practice, sustainability and the challenges of climate change
2. To increase the understanding of best conservation practice including how to maintain, protect, repair and conserve war memorials appropriately as well as raise awareness of the support available from War Memorials Trust
3. To enhance public engagement with, and the recognition of local responsibility for, war memorials
4. To sustain access to grant funding to support repair and conservation works in-line with best conservation practice
5. To increase the money raised by the charity to deliver its vision to protect and conserve war memorials

Purpose of the Team

War Memorials Trust (WMT) works for the protection and conservation of war memorials within the UK. The Conservation Team is responsible for delivering the Trust's Conservation Programme including providing advice on a range of issues, facilitating repair works through grant schemes and engaging the public with our war memorial heritage. Online and digital tools such as War Memorials Online are an increasing feature of how the charity delivers its services. The Team is office or home based with some outreach work through site visits, meetings, talks and presentations dependent on available resources and the requirements of each role.

To succeed as a member of the Team, you will need to have proven yourself as a team player and strong administrator with experience in the heritage or conservation sectors.

Conservation Team organisational structure (at June 2025)

| Director Oversight of Conservation Programme and delivery by Conservation Team | |
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| Conservation Officers deliver | Public Engagement Officer and Administrator deliver |
| Technical Advice: Provision of conservation, technical and planning advice as well as management of grant schemes | Public Engagement: Provision of guidance for general enquiries, support for volunteers/applicants/colleagues as well as leading on public events and materials |

Conservation Programme

| | Technical Advice | Meets WMT objectives |
|----|--|-----------------------------|
| 1. | Responsible for providing advice on technical, best conservation practice, repair and maintenance questions | 1, 2, 4 |
| 2. | Responsible for responding to concerns about war memorials at risk and proactively encouraging their conservation and repair | 1, 2, 3 |
| 3. | Responsible for providing pre-application technical and eligibility advice | 1, 2, 4 |
| 4. | Responsible for assessing grant applications, supporting applicants through works, reviewing completion documents, arranging payment and quality assurance | 1, 2, 4 |
| 5. | Responsible for responding to consultations, for example planning applications, and engaging with designation, church closures and other legislation or policy that may impact upon the diversity of war memorial heritage | 1, 2 |
| 6. | Responsible for managing ongoing casework and sustaining involvement | 1, 3 |
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| | Public Engagement | |
| 1. | Responsible for acting as first point of contact for the charity and referring technical, conservation and grant enquiries to the Technical Advice team | All |
| 2. | Responsible for developing and delivering events to engage the public with war memorials which may include workshops, training or talks | 1, 2, 3 |
| 3. | Responsible for providing administrative support for applicants, contributors, enquirers and volunteers | 1, 3, 4 |
| 4. | Responsible for ensuring WMT responds to, or has material available online to provide information about, general enquiries which can cover history/creation, basic maintenance, names/inscriptions and other non-technical questions | 1, 2, 3 |
| 5. | Responsible for sustaining the resources available to engage young people with war memorials through the Learning Programme website | 3 |
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| | Other | |
| 1. | Contribute to outreach work through site visits and attendance at meetings | All |
| 2. | Contribute to liaison with partner organisations/funders and development of effective working relationships with other bodies in the heritage/conservation, ex-service and other relevant sectors | All |
| 3. | Contribute to the preparation and presentation of reports/papers for, or discussion about the work of the charity with, Trustees, Senior Volunteers or donors | All |
| 4. | Contribute to the writing and production of publications such as the Bulletin, helpsheets or newsletters as well as the Trust's websites | All |
| 5. | Contribute to case/project PR work and engage with the media | All |
| 6. | Contribute to the development and management of WMT databases | All |
| 7. | Contribute to the development and management of WMT's websites including War Memorials Online as well as social media | All |
| 8. | Responsible for supporting all aspects of WMT's work, deputising in the absence of other staff and any other reasonable tasks as agreed with the Director | All |