

Conditions of service: Conservation Officer



War Memorials Trust

Post: Conservation Officer

Reporting to: Director

Working with: Conservation Officers
Public Engagement Officer
Administrator

Terms of Employment

Salary: £28-31,000 per annum depending on experience

Status: Full-time
Fixed term contract 12-18 months with potential for extension

Pension: Contribution made

Holiday: 29 days annual leave in addition to public holidays

Working Hours: Monday – Friday; 35 hour week
Occasional evening and weekend work required (time in lieu given)

Location: Flexible – home or office working will be considered.

Current staff are a mix of home workers and hybrid workers (London office and home) so, subject to agreement, there is the opportunity to work:

- from War Memorials Trust's office in London
- hybrid – some days in the London office and some at home
- entirely from home

Some travel may be required to undertake site visits, give talks or attend meetings

War Memorials Trust organisational structure

Director Oversight of Trust and delivery of objectives		
Technical Advice Provision of conservation, technical and planning advice as well as management of grant schemes	Public Engagement Provision of guidance for general enquiries, grant administration, support for volunteers / applicants / colleagues as well as delivery of public events and materials	Charity Team / Support Provision of support for the day-to-day running of the charity and activities to raise funds to enable delivery of objectives
2.5 full-time equivalent Conservation Officers	0.5 Public Engagement Officer 1 Project Officer 1 Administrator	1 Director 1 Administrator