

## **JOB DESCRIPTION**

### **Planning and Conservation Volunteer Training and Project Officer**

London Historic Parks and Gardens Trust (LPG) is the County Gardens Trust for London. It is affiliated to The Gardens Trust and has delegated responsibility as a Statutory Consultee in the planning process.

The Charity was founded in 1994, has about 500 members and organises a programme of walks, lectures, research and other events related to historic and other landscapes in London. It is governed by a Board of Trustees and is a registered charity.

Applications for planning permission that are likely to adversely affect the integrity of a listed landscape are referred to the Trust by the Gardens Trust via Local Authorities as part of the planning process. The Trust is also alerted by other means to threats to parks, including overuse through temporary events licences and commercial events.

With this position, the Charity wishes to build systems to encourage and coordinate volunteer effort across London's 33 Local Authorities to comment on planning applications and guide local people when an historic greenspace is under threat from development. This will involve capacity building and training volunteers to the Planning & Conservation Working Group (PCWG) within the Charity.

#### **The postholder will:**

##### **As a priority:**

- Build a network of individuals & sympathetic organisations across London to support conservation of London's Parks and Gardens, prioritising those with historic significance.
- Encourage volunteers to join the Planning and Conservation working group (PCWG) to strengthen its capacity and make it a vibrant, well-informed collective, with the skills to protect London's historic landscapes
- Recruit, train and supervise an increasing number of volunteer helpers to grow the network of active individuals that will support LPG's ambitions to protect London's historic landscapes.
- Enable the volunteers to both understand significance of historic landscapes and respond to planning applications that propose to cause harm, arranging in-person training visits and other online opportunities for learning.
- Support LPG's major campaigns to protect greenspaces across London
- Undertake monitoring reports and meetings on progress of the project

##### **Additional tasks:**

- Work with the responsible person at the Trust to add information and research to the London Gardens Online database.
- Be responsible for overseeing the updating of a database recording Statements of Significance, with the aim of making them available to the public.
- Build a network with Local Authority Conservation Officers, amenity societies and others to build awareness and contacts for the Trust across London

In respect of this work, the Trust is receiving a grant from Historic England, and therefore there will be regular meetings with them to report on progress too.

#### **Skills and Experience:**

The person appointed will have broad knowledge and appreciation of Historic Landscapes and have an enthusiasm for their protection and will enjoy working with others to deliver on this work.

##### **Essential**

- Knowledge and experience of the planning system in the context of protecting historic landscapes
- The ability to understand drawings submitted as part of the planning process.
- Some experience of facilitating, training and coordination of volunteers guiding them through their work.

- Ability to work under pressure as part of a small friendly team, and to be adaptable in the context of a small office.
- Excellent communications skills, both verbal and written
- Good IT skills including experience of using MsOffice, Zoom and other packages with a can do attitude to resolving IT challenges
- Ability and willingness to travel across Greater London visiting parks and gardens.

#### Desirable

- Knowledge of garden history.
- Any experience of providing stories and other content for media purposes and for lobbying

The person appointed will need to be self-motivated and work with minimal supervision to a high standard. They will be expected to contribute to the Trust's social media output and magazine etc. Participation in the activities of the Trust is actively encouraged.

#### Reporting & working arrangements:

The post will suit someone who works from home, but regular attendance at the office in Westminster will be required (approximately one day a week).

The Planning and Conservation Project Officer will work on the advice and instruction of the Charity's Planning and Conservation Working Group Chair and the supporting committee. The Director of the Charity will line manage this post. The postholder will be expected to attend the Planning and Conservation Working Group's meetings which are held in the evenings every 6-8 weeks. Other occasional weekend and /or evening working at volunteer training events

#### Responsibilities:

##### Main responsibilities are to:

- Recruit, train and support volunteers in the planning process encouraging them to join the Conservation and Planning Working Group (PCWG). Assist the volunteer secretary to arrange regular meetings of this group to inform and consult.
- Assist members and new recruits of the PCWG research and comment on planning matters and notifications that affect parks and gardens, and make sure they are responded to within the appropriate time limit, and records are kept of all cases.

##### Additional responsibilities are to

- Deliver training and network with key contacts across all London's local authorities and other amenity societies.
- Oversee the upgrade of the Trust's Inventory of historic landscapes involving creating statements of significance (Or link to those already written, as part of funding programmes)
- Attend meetings relating to the above, to negotiate conservation solutions.
- Make applications for historic landscapes to be listed and encourage volunteers to research for 'blue plaques' or other historic recognition as agreed with PCWG.
- Further the interests of the Trust by raising awareness of and interest in historic landscape and design (including by contributing to external e-newsletters, blogs and related outlets).
- Represent the Trust on external bodies or committees as required.

To apply please send a CV – no more than 2 sides of A4 addressing the person specification and include two professional references to: [office@londongardenstrust.org](mailto:office@londongardenstrust.org)

**The closing date for applications is 10am 3rd May 2022 and we anticipate that interviews will be held on 12<sup>th</sup> May 2022. We will contact you to arrange an interview, if you do not hear from us you have not been successful.**