

## **JOB DESCRIPTION**

### **Planning and Engagement Officer (Landscape)**

London Parks & Gardens (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.

Applications for planning permission that are likely to adversely affect the integrity of a listed landscape are referred to the Charity as part of the planning process. The Charity is also alerted about other threats to parks and gardens which may need protection.

This is a new position, and the Charity wishes 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 London Parks & Gardens.

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

- Recruit, train and supervise volunteer helpers to make it a vibrant, well-informed collective with the skills to protect London's historic landscapes.
- 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
- Enabling the volunteers to both understand significance of historic landscapes and respond to planning applications that propose to cause harm.
- Support major campaigns to protect greenspaces across London
- Undertake monitoring reports and meetings on progress of the project

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

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

The person appointed will have an appreciation of Historic Landscapes and have an enthusiasm for their protection. They 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 architectural drawings submitted as part of the planning process.
- Experience of training and coordination of volunteers guiding them through their work.
- Ability to work as part of a team and to be adaptable in the context of a small office with lots of remote working.
- Excellent communications skills, both verbal and written
- Ability and willingness to travel across Greater London visiting parks and gardens.
- Experience of using MS Office package and communication using MS Teams or similar

#### **Desirable**

- Knowledge of garden history.

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 Charity's social media output and magazine etc. Participation in the activities of the LPG is actively encouraged.

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### 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 person appointed will work on the advice and instruction of the Charity's Planning and Conservation Working Group Chair. 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:

- Recruit, train and support volunteers in the planning process and significance and conservation of historic landscapes, encouraging them to join the PCWG. Arrange and lead visits to sites for volunteer training purposes and wider reach
- Document and distribute statutory and other notifications concerning historic parks and gardens in respect of proposed changes that will adversely affect them. With members and new recruits of the Conservation and Planning Working Group, (PCWG) seek out relevant notifications, research and comment on these and make sure they are responded to within the appropriate time limit, and records are kept of all cases.
- Deliver training and network with key contacts across all London's local authorities and other amenity societies.
- Further the interests of the Trust by raising awareness of and interest in historic landscape and design (including by contributing to e-newsletters, blogs and related outlets).
- Research and prepare reports as agreed with the Director and Chair of the PCWG.
- Implement the decisions of the Planning and Conservation Working Group.
- Represent the Trust on external bodies or committees as required.
- Develop Key Performance Indicators and measure against these, when reporting back to Historic England.

### Other desirable activities only if time permits:

- 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.

To apply please send a CV – no more than 2 sides of A4 and a covering letter also no more than 2 sides of A4 addressing the person specification and including two professional references to:

[office@londongardenstrust.org](mailto:office@londongardenstrust.org) Please mark your email PEO with First Name and Surname

**The closing date for applications is 10am Monday 16<sup>th</sup> January 2023 and we anticipate that interviews will be held on 2<sup>nd</sup> February 2023. Before interview we may opt to carry out a very brief online assessment. We will contact you to arrange an interview, if you do not hear from us you have not been successful.**