**About Growth Lancashire**

Growth Lancashire is a vehicle for partnership working. We are a private company which is owned by several Lancashire local authorities and we operate across the County.

Our role is diverse and focuses on supporting businesses to grow and simplifying support; caring for and developing Lancashire’s heritage and environmental assets; and securing and delivering external funding. We also have a shared interest in promoting Lancashire and encouraging investment.

We provide delivery capacity and expertise for Local Authorities, along with a range of other stakeholders, including private clients.

Our private sector-led Board comprises local business leaders and elected members from our local councils. They recognise that by working together and sharing resources and expertise, we can deliver activity across Council boundaries which achieves faster results, provides value for money and achieves greater levels of coordination.

Our mission is to contribute towards growing productivity, prosperity and places across the County. We are a delivery partner for Lancashire’s Business Growth Hub, Boost, and proud to be associated with the Northern Powerhouse Partners Programme. Overall, our vision is for Lancashire to maximise its potential, capitalising on its economic strengths and its built and natural environment.

Note: the company’s employing body (or “host authority”) is Blackburn with Darwen Borough Council.

**About the role – Heritage and Conservation Assistant (12 month FTC)**

Working across the public, private and voluntary sectors, Growth Lancashire has a growing reputation for specialising in and delivering **heritage and conservation activities.**

**We are appointed by several Local Authorities to provide advice on development proposals (planning applications, listed building applications) affecting heritage assets, and work with Councils regarding other heritage matters, such as Conservation Area Appraisals. We recently worked with our Local Authority partners to secure a grant from the Government to deliver a Lancashire Local Heritage Lists project. The work will need to be delivered in 21/22.**

In addition, we are experiencing growing demand for our services from the private sector, including development advice, Heritage Statements, Heritage Impact Assessments and the preparation of listed building applications.

In response, we are seeking to appoint and develop an additional Heritage and Conservation Assistant (12 month FTC) who will work closely with both the company’s lead officer for this area and other members of the team, helping us to continuously deliver an effective and professional service to a wide range of stakeholders, including the delivery of the Lancashire Local Heritage Lists project.

The post holder should have or be working towards a degree (or equivalent) and/or post graduate qualification in at least one of the following areas: Heritage or Building Conservation, Town and Country Planning or Architecture.

For an informal discussion about the role, please contact Ian Bond, Lead for Specialist services at Growth Lancashire – tel: 07811 807763.

Interested applicants are asked to submit a CV and covering letter to ian.bond@growthlancashire.co.uk detailing how they meet the knowledge/skill/ability requirements set out in section 3 of the Job Description.

Closing date: 17:00 Friday 23rd April 2021

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| **Job Title**  | Heritage and Conservation Assistant |
| **Company** | Growth Lancashire Ltd |
| **Salary** | £20,903 - £23,541 (12 month FTC) |
| 1. **PURPOSE OF THE JOB**
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| The post holder will support the company’s Lead for Specialist services in helping to deliver effective and professional heritage/conservation services to both the public, private and voluntary sectors across the region. |
| 1. **MAIN AREAS OF RESPONSIBILITY**
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| The post holder will be given the supervision and development opportunities to assist the company in providing:1. High quality and professional conservation/heritage advice to our partner Local Authorities, private sector clients, stakeholders and external organisations.
2. Relevant conservation/heritage advice relating to development proposals affecting heritage assets and where necessary investigate matters relating to unauthorised works.
3. Assistance in Planning Enforcement matters and provide support/evidence at Planning/Listed Building Appeals.
4. Support on the preparation of bids for external contracts, public sector initiatives and or grant funding relating to the historic built environment, including partnership projects delivered through working with external organisations.
5. To assist in project work for Local Authority partners as directed by the Lead for Specialist Services. It will be a key responsibility of the role in 21/22 to help deliver a Government funded project recognising Local Heritage across Lancashire and to meet the targets set within the project timetable.
6. Assist in the preparation of Heritage Statements, Heritage Impact Assessments and Conservation Management Plans.
7. To provide advice to partner organisations and stakeholders on legislation and planning policy matters relating to the historic built environment. This may include contributing to the preparation of Local Plans and other planning documents, including feasibility studies and sustainability appraisals, Conservation Area appraisals and supplementary planning documents.
8. Assist in the preparation of promotional and publicity and training material as a means of providing a better understanding of conservation/heritage matters within the region.
9. Support to deliver improvements to the service we provide to our clients.
10. The preparation of reports to both public and private sector clients and attend meetings (including site meetings) and working groups where appropriate.
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| 1. **KNOWLEDGE, SKILLS & ABILITIES**

 *include specific ESSENTIAL qualifications needed.* |
| 1. It is **essential** for the post holder to have (or working towards completing) a relevant degree and/or post graduate degree (or equivalent) in Heritage or Building Conservation, Town and Country Planning or Architecture.
2. It would be **desirable** for the post holder to either hold membership or be working to obtain membership of at least one of the following - Institute of Historic Building Conservation (IHBC), Royal Town Planning Institute (RTPI) or the Royal Institute of British Architects (RIBA).
3. Be able to demonstrate knowledge and experience of current legislation and best practice relating to the conservation of our built environment.
4. Have some knowledge and experience of the planning system including development management procedures and how this impacts upon the historic environment.
5. Show experience of having been involved in project work (ideally relating to the historic environment).
6. The ability to show an understanding of architectural history and design, traditional building techniques and the use of authentic building repairs.
7. An understanding of how heritage led regeneration contributes to the Growth Agenda, and show a commitment through their knowledge/experience of the importance to sustain heritage.
8. An ability to be able to negotiate and communicate the issues/problems/solutions effectively with differing audiences in a variety of different ways.
9. Be computer literate and be able to produce clear and concise written reports.
10. Ability to manage a varied workload and work with minimum supervision.
11. Demonstrate a commitment to providing a customer focused service and to abide by and promote the core values of the company at all times.
12. It will be essential for the post holder to have the means of travelling to meetings, site visits etc. across the region.
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Notes:

This key requirements document forms part of the contract of employment of the person appointed to this post.  It reflects the position at the present time only and may be changed at management’s discretion in the future.

As a general term of employment, the employer may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the employer’s service, provided that such changes are appropriate to the employee’s remuneration and status.

As a term of your contract of employment, the employer reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars.  This will also include weekend working.  The employer reserves the right at its discretion to effect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Growth Lancashire’s employing body (or “host authority”) is Blackburn with Darwen Borough Council. The company’s offices are located at The Globe Centre, Accrington.