

## C20 SOCIETY

### JOB DESCRIPTION: CASEWORKER

The position involves the assessment and presentation to the Society's casework committee of buildings with the potential to be listed, and architectural proposals to alter post 1914 buildings. The Caseworker will represent the Society at site visits and meetings with applicants, local authorities, Historic England, etc. to discuss such schemes and will communicate the Society's views in writing to local authorities and other relevant bodies. He/She will be line-managed by the Head of Casework and supervise volunteer helpers.

The person appointed will have broad knowledge of British architecture after 1914 and have an enthusiasm for its protection. The ability to comprehend architectural drawings is vital. Knowledge of the decorative arts and crafts will be a bonus. Some knowledge of listed building and other planning legislation is highly desirable. Ability to work under pressure as part of a team and to be adaptable in the context of a small office is essential. The person appointed will need to be self motivated and work with minimal supervision to a high standard. Excellent communications skills, both verbal and written, are essential, and the person appointed will contribute to the Society's social media output and magazine etc. as well as handling press enquires and interviews. Some travel will be required. Participation in the activities of the Society is actively encouraged.

#### Duties:

The post will involve regular attendance at the office – though some travel will also be involved, for which expenses will be paid.

The Caseworker will work on the advice and instruction of the casework committee, its convenor and the Director. The line manager is the Head of Casework.

Responsibilities: The Caseworker will be required to:

- Receive, research and comment on statutory and other notifications concerning buildings of our period in respect of proposals for demolition, alteration or other threat.
- make sure that notifications are responded to within the appropriate time limit.
- prepare reports and presentations for the casework committee, which meets monthly.
- attend meetings relating to the above, to negotiate conservation solutions.
- Make applications for buildings to be listed as recommended by the casework committee.
- Further the interests of the Society by raising awareness of and interest in 20<sup>th</sup> century architecture and design (including by contributing to the Society's magazine, blog and related outlets).
- Research and prepare reports as agreed with the casework committee.
- Contribute to agendas for the monthly casework committee.
- Manage volunteer staff
- Implement the decisions of the casework committee.
- Represent the Society on external bodies or committees when required.

Salary in the region of £23,000 per year

## THE SOCIETY

The Twentieth Century Society, is the national amenity society responsible for the study and protection of 20th century architecture and design. The Society was founded in 1979 as The Thirties Society. It is a scholarly and campaigning organisation which defends work of quality regardless of its style or school. It has over 2000 members and organises a programme of

The Twentieth Century Society  
70 Cowcross Street  
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[www.c20society.org.uk](http://www.c20society.org.uk)

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walks, lectures, tours and conferences in Britain and abroad. It is governed by an elected committee and is a registered charity. All applications for listed building consent for demolition are referred to the Society by Local Authorities as part of the planning process. In respect of this work, the Society receives an annual grant from Historic England. We are also alerted to threats to buildings by other means, and carry out proactive casework.

**To apply send a CV and covering letter to [coordinator@c20society.org.uk](mailto:coordinator@c20society.org.uk). The closing date for applications is 23 May 2018 and we anticipate that interviews will be held in the week beginning 4 June.**

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