

C20 Caseworker Role

The C20 Society seeks a new part-time Caseworker to join its high profile team. Knowledge and enthusiasm for post-1914 buildings is required, plus excellent communication and administrative skills. This is an energetic campaigning role based in our offices in Farringdon, London and involves contributing to C20 publications and social media.

Salary £25-28,000 per year pro rata for a three-day week.

To apply, please submit a cv and supporting letter to coordinator@c20society.org.uk with the subject line: 'C20 Caseworker Job Application'.

The closing date for applications is 9am Tuesday 7 May 2024, and we anticipate that interviews will be held on Monday 13 or Tuesday 14 May.

The Society

The Twentieth Century Society is the national amenity society responsible for the study and protection of 20th/21st 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 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 in England and Wales are referred to the Society by Local Authorities as part of the planning process. We are also alerted to threats to buildings by other means, and carry out proactive casework.

Job Description

The position of Caseworker involves the assessment and presentation to the Society's monthly casework committee of architectural proposals to alter post 1914 buildings. The caseworker will also 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. The role will involve the supervision of 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.
- 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.
- Contribute to the Society's magazine, blog and related outlets to further the interests of the Society.