

## Associate – Job Advert

Salary - £45,000 to £55,000  
Full time, permanent with flexible working  
Health benefits  
Location: Marylebone, London

Vitruvius Heritage is a new independent Heritage Planning Consultancy based in London's West End, which provides reliable expert advice on heritage and planning matters to the property industry, private individuals, and organisations across Britain.

Vitruvius Heritage is headed by Jason Clemons his company's primary objectives are to provide clients with the maximum amount of clarity on the potential heritage planning risks for a development project and to make realistic recommendations as to what is likely to be achievable given the particular heritage constraints of the site. The business offers a personal and tailored consultancy service whereby clients can engage with Vitruvius Heritage at any juncture and expect the highest level of service delivery.

Reporting to the Executive Director you will assist in ensuring effective technical and commercial delivery of our built heritage specialism. You will also be required to mentor and oversee junior staff. You will help deliver a varied workload including the provision of conservation advice to both public and private clients. You will form part of a team operating out of Central London, but with requirements to work anywhere in the country. As such, a willingness to travel and have a full driving licence are essential.

The opportunities for personal development and career progression are excellent given the work that the consultancy is engaged with, much of which is at the cutting edge of heritage policy development and application. You will be encouraged to develop your expertise, with additional learning and training as necessary. The Company has a proactive staff development agenda, including study tours, membership of specialist heritage and conservation organisations, speaking at professional and academic events, and in-house all-staff training. The role will involve flexible working and potentially homebased working.

### Anticipated types of activity:

- Engaging directly with clients, consultants and legal advisors in respect to individual projects, both in terms of prospective and instructed areas of work.
- Drafting of Heritage Impact Assessments, Cultural Heritage chapters for Environmental Statements, and the drafting of appeal statements.
- Undertaking research and site visits to establish the significance of the relevant heritage assets.
- Promoting the Company at client and professional events.
- Developing the resource base of Vitruvius, including expanding its reference library and database.
- Encouraging the education and professional growth of junior staff.

### Essential requirements:

- Educated to postgraduate level in building conservation (or related discipline) with demonstrable professional experience, or to degree level in building conservation (or related discipline) with significant built heritage experience;
- Has or working towards full membership of the Institute of Historic Building Conservation (IHBC);
- A minimum of five years relevant work experience as a built heritage specialist in either the private or public sector;
- Good knowledge of guidance, legislation and planning policy pertaining to the historic environment;
- Good level of technical experience and knowledge of building conservation/historic buildings, including: site analysis, researching and preparing evidence base reports, and experience of development management and listed building consent proposals;

- Good written and verbal communication skills, including report writing and presentation, allied with confident and professional interpersonal skills; and
- Good project management skills, including ability to prioritise work whilst maintaining focus on key projects or activities, within tightly defined timescales.

CVs and any covering letter or statement must be submitted electronically to [message@vitruviusheritage.com](mailto:message@vitruviusheritage.com) by 31 March 2023. Interviews for any selected candidates will take place w/c 10 April 2023. Interviews will be held at our offices in London's West End.

To informally discuss the post please contact Jason Clemons at [Jason.clemons@vitruviusheritage.com](mailto:Jason.clemons@vitruviusheritage.com) or 07469 710221.

**Jason Clemons BA MA MSc MRTPI IHBC FRSA**  
Executive Director



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