

Assistant Heritage & Planning Officer

JOB DESCRIPTION

<p>Planning and Historic Environment</p> <ul style="list-style-type: none"> - ensure that all work is carried out in a professional and efficient manner within any external time limits. - administration of internal/external planning/policy related meetings – setting up meetings, taking notes, preparing minutes/reports. - responsible for monitoring, circulating and responding to pre-applications and incoming planning applications. - work with the Planning Committee Chair and Director in researching and setting Trust planning policies. - responsible for the administration and communication with the Trust’s Planning Committee and committee advisers. - monitor Council committee agendas for relevant issues, attending meetings as necessary, and communicating outcomes. - ensure that consultation papers are circulated and responded to at local and national level, formulating these responses in conjunction with other members of planning team. - gather relevant information on national and local matters through relevant articles, and circulate to the planning team, area committees and members as appropriate. - work with the Director to ensure good external communications including social media relating to planning, policy and projects.
<p>Annual Trust Awards</p> <ul style="list-style-type: none"> - take lead responsibility for the delivery of the Oxford Preservation Trust Annual Awards working with the Director and Events Administrator. Areas of work include general administration, marketing and PR, liaising with and participating in judging panel, sponsorship, production of display material and organising the Awards event.
<p>Projects</p> <ul style="list-style-type: none"> - OPT has an ongoing relationship at Oxford Castle and Prison

which we own and is currently run on OPTs behalf by commercial operators. Work across the OPT team to ensure that the partnership is efficiently and effectively managed to maximise the benefits to all parties now and in the future.

- take lead responsibility working with the Director and the Project Manager, in overseeing and administering the restoration of the Oxford Rewley Road Swingbridge which is due to go on site in 2018.
- take lead responsibility for the administration of the Oxford Railings Project
- work within the OPT team on any other individual capital projects as and when they occur. The level of responsibility on any project will be agreed with the Director and could vary from assisting others to taking lead responsibility.

Other Areas of the Trust's work

Membership

- assist in the production and circulation of information (newsletters, Annual Reports, e-bulletins etc) as required.
- assist the team at members' events as required including Oxford Open Doors.

Community Engagement/Outreach

- assist with outreach and public events.
- take an active role in assisting with internships and student placements.