



COVENT GARDEN AREA TRUST
PLANNING & HERITAGE CONSULTANT
JOB DESCRIPTION

1. The Organisation

- 1.1 Covent Garden Area Trust (CGAT) is a charity and Company Limited by Guarantee, established in 1988, that is responsible for certain buildings in Covent Garden (via a number of long leasehold interests) that were previously owned by the Greater London Council. The properties are in three blocks located in and around the historic Piazza and are: the Central Market building; 25-31 James Street; 7-10 Floral Street; Bedford Chambers; Cubitts Yard; and the Museums Block in the south-east corner of the Piazza, including the London Transport Museum. They are referred to collectively as the 'Protected Lands' and the Trust has specific powers and duties relating to these properties.
- 1.2 The Trust also works to conserve and enhance the special character of the wider Covent Garden Area (CGA) and to maintain and preserve the architectural / townscape character and built heritage of the street blocks bounded by Kingsway, Aldwych, High Holborn, Shaftesbury Avenue, Charing Cross Road and the Strand. The Trust seeks to develop the unique mix of residential, business, and other uses which characterise it and encourage new uses and activities that will develop its potential.
- 1.3 The Trust's Planning & Heritage Consultant (PHC) will report to the Trust's Planning Subgroup (PSG) who, in turn, will report to the Board of Trustees. However, a first point of contact will be the Trust Administrator (TA). The PHC will also be required to collaborate with the Covent Garden Community Association (CGCA) as and when necessary.

2. Role and Responsibilities

- 2.1 Sound knowledge of town planning and conservation legislation and policies, with a keen interest in the architecture, townscape, and environment of the CGA.
- 2.2 Able to work alone and meet deadlines, methodical, with good technology skills, including MS Office (Word, Excel, and Outlook) and Zoom.
- 2.3 Assess whether local planning, licensing or listed building applications maintain and preserve the built heritage and unique character of Covent Garden and respond to such applications on behalf of the Trust (and the CGCA when necessary).
- 2.4 Carry out site visits and attend design review meetings as appropriate.
- 2.5 Liaise with freeholders, developers, investors, and stakeholders within the CGA.



Covent Garden Area Trust

- 2.6 Provide feedback to the Trust on developments in the CGA via presentations to the PSG meetings or the circulation of proposals and advice to them electronically, when necessary.
- 2.7 Provide feedback and/or information to the Trust via monthly Trust Council meetings, when necessary.
- 2.8 Review and respond to local planning consultations on behalf of CGAT (and the CGCA, when required).
- 2.9 Make recommendations to the Trust where additional expertise is required to respond to a planning, licensing, or listed building consultation.
- 2.10 Monitor the general condition of buildings within the 'Protected Lands', reporting any concerns to the freeholder (and the Trust if needed), requesting additional assistance if necessary.
- 2.11 Promote the Trust's environmental and historical buildings policies and guidance, liaise with stakeholders, and report as appropriate to the PSG.
- 2.12 Undertake research regarding Trust policy and guidance (e.g. the Environmental Study) and advise the Trust of the need for any updates or amendments, or for further technical studies (e.g. uses in the central Market building).
- 2.13 Analyse and provide feedback on studies or guidance from the Trust's partners, i.e. Capital & Counties, Lothbury or Westminster and Camden councils.
- 2.14 Maintain and develop relationships with relevant organisations and contacts in Covent Garden and represent the Trust at consultation meetings and events when necessary.
- 2.15 Support the Trust's surveyor to ensure the covenants of Trust leases and licences are respected and deal with any notices required in accordance with the terms of these documents in collaboration with the TA.
- 2.16 Ensure appropriate records are maintained.

3. Desired Skills and Experience

- 3.1 Possess good communication and diplomacy skills to ensure and maintain good relationships with a wide range of stakeholders.
- 3.2 A good understanding and knowledge of environmental issues, architecture, planning and the conservation of historic buildings.
- 3.3 Relevant first degree, post-graduate, or equivalent qualification in a subject such as building conservation, architecture or surveying is essential.
- 3.4 Demonstrable years of post-qualification experience in a relevant environment.
- 3.5 Membership of at least one of the following organisations is desirable - IHBC, RICS, RTPI, RIBA or ARB.
- 3.6 Good research, analytical and design skills.
- 3.7 Experience of undertaking historic buildings assessment work.
- 3.8 Experience of working in a retail and / or commercial environment is desirable, but not essential.

4. Working hours and conditions

- 4.1 The post holder will be required to work on a consultancy basis (around twenty-five hours per month, on a flexible basis).



Covent Garden Area Trust

- 4.2 Working arrangements will be a combination of remote working with some office based; you will also be required to attend meetings or site visits when necessary.
- 4.3 Attendance at the Trust's Planning Subgroup meetings is required; these will mainly be held virtually, and the TA will endeavour to give as much advance notice of such meetings as is possible. Time spent at these meetings can be included in the monthly hour commitment.
- 4.4 Remuneration is dependent on experience; the successful candidate will be required to submit a monthly timesheet for the hours worked that month, including any overtime. Please state your daily consultant rate when applying for this role.
- 4.5 This post is for someone looking for a reasonably long-term commitment as your knowledge and experience of the area should increase over time.
- 4.6 The post is subject to a successful probationary period.
- 4.7 Applicants should send their CV and a brief covering letter to admin@cgatrust.org.uk.
- 4.8 To discuss the position or for further information, please contact the Trust Administrator on the above email address.