

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Conservation Researcher
Department:	Estates
Contract Type:	Fixed Term
Job Purpose:	<p>The CWGC takes a holistic approach to the management of our Historic Estate; all buildings, features, horticulture, and landscapes, are to be viewed as one. The cemeteries and memorials will be understood based on their significance and their heritage values, with each maintenance decision ensuring that these are retained or enhanced.</p> <p>Our conservation-based approach ensures that maintenance, or alterations, are executed to the highest standard. They must form part of a long-term management plan based on a complete understanding of the cemetery or memorial, which is achieved through the production of a Conservation Statement.</p> <p>The Conservation Researcher will carry out thorough archival research in our Maidenhead office, creating clear notes on the full history of our cemeteries and memorials. Collating information, along with images and drawings, to produce a Conservation Statement. This will be done in collaboration with our Operational Staff in Areas.</p> <p>Additionally, the Conservation Researcher will manage the Conservation Committee (Form B) process. This is the way we ensure all aspects of a proposal to change a site are fully considered before it is approved. (General administrative duties, filing and writing of minutes for monthly meetings.)</p>
Job Band:	B2
Reports to:	Conservation Training Advisor
Direct Reports:	None
Other Key Contacts:	<ul style="list-style-type: none"> • Archive team • Estates Department – Works, Horticulture, Agency and Drawing Office • Close liaison with Operational Staff in Areas • CWGC Legal, Commemorations, Records
Financial Responsibilities:	None


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Location:	May be office based in Maidenhead or can adopt a flexible hybrid option of part home/part office working
Working hours:	37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked.
Travel: <i>(when travel restrictions are lifted)</i>	Must be willing to travel within the UK. Full UK car driving licence required
Right to work:	Must have the right to work in the UK

BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural, and architectural heritage and ensure that the stories of those who died are told.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Conduct thorough archival research on the history of CWGC cemeteries and memorials, utilising our image library and Drawing Office (Meridian)
- Identify and cross-reference sources outside of the Commission
- Liaise with other internal departments (Legal, Commemorations, Records, etc.) to gather all relevant information for the Conservation Statement
- Summarise and collate archive information to produce Conservation Statements, working closely with Operational Area staff
- Maintain up to date records to track progress of the Conservation Statement requests, regularly reporting to the Conservation Training Advisor, and quarterly to all Areas
- Receive, record, and track all Form B submissions, ensuring that all supporting documentation has come in. Schedule the monthly meetings with the Committee and take minutes
- Update Form B tracker and obtain the Completion Notices from Area, with all supporting documentation, when the project has been completed

Job Functional Knowledge

- Ability to conduct in-depth research and extrapolate data from original sources. Assessing their relevance and distilling the information in a precise and timely manner
- Adaptable to changing deadlines or tasks whilst keeping accurate records of progress

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Business Expertise

- Demonstratable experience of archival research and familiarity with online sources
- Familiarity of 20th century history, focusing on the First and Second World Wars
- Understanding of a conservation-based approach to caring and managing our Historic Estate

Leadership

- None – although an ability to work with a high degree of motivation and autonomy, organising work to meet deadlines is necessary

Problem Solving

- Whilst most of the work is done independently, with minimum supervision, it is important that there is regular and effective communication to the Conservation Training Advisor
- Being adaptable to changes and tailoring communication to internal departments, Operational Staff in Areas and the Estates Department who all have their own respective objectives and deadlines

Nature of Impact

- The role plays an important part in ensuring that we take a conservation-based approach to the management of our Historic Estate

Area of Impact

- The Conservation Researcher sits under Works within the Estates Department which is the central team for providing operational and technical guidance to all Areas in the management of the Historic Estate. The production of Conservation Statements will ensure that we take a long-term, holistic, approach to how we preserve or enhance our cemeteries and memorials

Interpersonal Skills

- Effective verbal and written communications skills, specifically across different CWGC Departments in the UK when undertaking research, and Area teams when producing Conservation Statements
- Ability to communicate well with colleagues internationally from various cultural backgrounds, and with varying degrees of proficiency in the English language

PERSON SPECIFICATION

Education and Knowledge

Essential

- An undergraduate degree (or equivalent) in Conservation, Heritage, History, or a similar relevant subject area
- High computer literacy including use of Microsoft Word, Outlook, Excel, and PowerPoint

Desirable

- Knowledge of the CWGC and our global Historic Estate
- An interest in 20th century history



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- An interest in architectural history, horticulture (landscape & setting), and conservation
- Foreign languages (particularly French or Flemish Dutch)

Experience

Essential

- Extensive experience of undertaking archival research
- Experience of using research sources and inter-departmental collaboration to write case studies and/or reports for operational use

Desirable

- Research and compilation of Conservation Statements, detailing the creation, construction and life of historical assets and their future care

Skills and Abilities

- Ability to work effectively and communicate with diverse teams – both internal and external, to successfully complete Conservation Statements and the running of the Form B meetings
- Ability to collate and distil complex information with accuracy and precision
- Good communication skills – both verbal and written. (This is important when relaying information to our staff for whom English is not their first language.)
- Planning and organising to meet deadlines, whilst allowing for flexibility when the need arises.
- Ability to work independently with the minimum of supervision
- An alignment and adherence to the CWGC's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: