



THE INSTITUTE OF CONSERVATION

Job description - Business & Projects Officer

Job title:	Business & Projects Officer
Salary:	c.£28,000 (pro rata)
Contract:	Permanent
Hours:	35 hours per week (part-time/flexible working considered)
Location:	Hybrid (London office and remote)
Annual leave:	25 days per annum (pro rata)

About Icon

Icon, the Institute of Conservation, is a charity and professional membership organisation dedicated to safeguarding cultural heritage and championing the value of conservation.

Icon's vision is to protect, preserve and promote our treasured cultural heritage through cultivating skilled conservation professionals, supporting meaningful collaboration across the cultural heritage sector, and delivering public benefit through engagement and advocacy.

Icon's mission is to represent and support the practice and profession of conservation by promoting the public value of caring for cultural heritage and upholding high standards and ethics in conservation practice.

Icon ensures that the guardians and owners of objects, buildings and collections can access knowledgeable and passionate professionals who will help them safeguard the physical remains of our past for the future.

With a membership of just under 2,500 individuals and organisations, Icon brings together conservators working in all disciplines as well as conservation scientists, educators and many others with an interest in conservation. Icon's membership takes an active part in the running of the organisation and the delivery of services to members. Icon has 24 specialist interest groups, each of which runs an active programme of lectures, training and social events for members.

About the role

Icon's Business & Projects Officer is an exciting new officer-level support role in Icon's small but dynamic team.

The post-holder will bring relevant skills and experience, along with a proactive approach and positive attitude, to providing a range of administrative services including finance, governance and operations, and will support colleagues' work across membership, training, events, accreditation, marketing and communications. This work will vary across the year. For example, the post officer will work to support the membership team during the busy renewals

period, as well as working with the Skills Team to support the smooth running of the accreditation assessment process following the application deadlines.

The Business & Projects Officer will also work directly with the CEO underpinning finance and governance processes, coordinating team diaries and playing a key role in the smooth running of the Icon team. Your contribution will ensure the profession of conservation is adequately represented in the wider cultural heritage sector.

In addition to providing administrative services, the role will also include management of discreet projects including a small grants programme and supporting the Head of Policy & Skills in work connected with Icon's sector research and policy publications.

Icon's office is in Farringdon, London, where this role is based. Icon operates a hybrid working policy with staff based in the office two days per week, and the rest may be worked remotely. The post-holder will report to the Head of Policy & Skills with direct support provided to the CEO.

Specific duties and responsibilities:

- Work collaboratively within the wider Icon Team to provide administrative support across finance, governance and operations, also supporting membership, communications, marketing, accreditation and events activity across the organisation.
- Provide direct support to the CEO and Head of Policy & Skills across finance, governance and office administration. Coordinate team diaries and play a key role in the smooth running of the Icon team.
- Work with the Marketing & Membership Manager to support the management of Icon's groups and networks, including financial management and governance support.
- Support colleagues to ensure website content is correct and up-to-date at all times.
- Support the production of Icon's membership and external newsletters and other publications.
- Support all Icon events, including playing a key role in delivery of the Icon Conference, Icon's presence at partner events, and involvement in other initiatives.
- Project manage the TruVue Grants Programme.
- Manage/coordinate the Icon jobs alert service.
- Contribute positively to the development and delivery of Icon's programmes in line with strategic objectives.
- Any other responsibilities that may be reasonably requested by your line manager or the CEO.

Person Specification	
Training, experience and qualifications	
Essential: <ul style="list-style-type: none"> • Track record of providing administrative support to a business or charity • Experience of supporting or delivering discreet projects or programme elements • Experience of copywriting and editorial input for organisational communications 	Desirable: <ul style="list-style-type: none"> • Experience of working for or with a charity or non-profit organisation • Experience of a professional body or membership organisation • Experience of working with volunteers
Knowledge and skills	
Essential: <ul style="list-style-type: none"> • Excellent communication skills, both oral and written • Knowledge of charity finance and governance • Well-developed administrative, IT and data management skills 	Desirable: <ul style="list-style-type: none"> • Knowledge of the conservation and/or arts and heritage sector • Understanding of the conservation profession • Project management skills • Experience of using CRM systems and using data in reporting
Other	
Essential: <ul style="list-style-type: none"> • Ability to work collaboratively and flexibly as part of a team • Willing to travel to attend Icon events and sector functions • A passion for heritage, museums and the cultural sector's work to engage wider audiences. 	Desirable: <ul style="list-style-type: none"> • Ability to work with diverse stakeholders (internal and external)

To apply: Please visit [Icon's website](#) to download the application form for this role. If there are any reasonable adjustments we can make to support your application for this post, please email recruitment@icon.org.uk

Application Deadline: Monday 15 January, 5pm.

Professional Development: As an organisation committed to championing conservation and supporting the careers of our conservator and heritage professional members, we are equally committed to supporting Icon staff with continuing professional development through both access to Icon training opportunities and external development opportunities.

Equality, Diversity and Inclusion: Being inclusive is one of our core values. As an organisation Icon values diversity and recognises that the broad range of backgrounds, experiences, views, beliefs and cultures represented within our staff, trustees and membership greatly enhances our organisation. Icon is therefore committed to supporting, developing and promoting equality, diversity and inclusion in all its activities. We aim to ensure that opportunities are open to all those who are passionate about caring for heritage.