



# Assistant Heritage Consultant



Job Description & Person Specification

**Buttress**

March 2025





# Architecture for an equitable tomorrow.



# Cultural Manifesto

---

## **We are people, designing spaces for people.**

We are highly trusting of the people we work with, supporting them to bring their full creative potential to bear on our work as part of a team. We respect their skill and craft and value their unique perspective; always measuring success by how spaces feel to those who use them.

## **We deliver timeless buildings.**

For both new-build and heritage projects, we use our deep knowledge, thoughtfulness and attention to context, to produce work that endures. This includes honouring the natural world, our home under threat. A perspective maintained across the whole development process end-to-end irrespective of fashion.

## **We design with meaning and integrity.**

Conceiving spaces and places of meaning and endurance is our real expertise. It takes deep knowledge of people and places they have loved for hundreds of years. To look down the road ahead, and at the challenges of the day, you need to combine creativity and skill, problem-solving and curiosity.

## **We are super collaborators.**

Our clients have diverse perspectives and requirements. We seek to understand all of them in our process to shape the best spaces, to meet people's needs, and build a sense of community. We excel in cooperative teamwork; embracing the wide variety of skills and personalities available to us.

## **We are driven by the creative potential of the future.**

We are a company with heart, driven by hope, supporting one another to grow through challenge. Believing that together we will shape a better world. Where all can live well with dignity, where we inspire good in one another.



# Assistant Heritage Consultant

---

## Reports to:

Associate Heritage Consultant

## Salary Range:

£24,500 - £29,500 (dependant on experience)

## General Role:

The Assistant Heritage Consultant will play a key role in supporting the delivery of heritage advice across Buttress projects, contributing to the sustainable management and creative development of the historic built environment.

Whilst early in your career, you'll work alongside experienced colleagues with opportunities to develop your skills and knowledge through on-the-job learning and mentorship.

Working as part of a small but impactful team, you'll collaborate closely with our architectural colleagues in Manchester and Leeds, as well as providing expert guidance to clients across the country.

Understanding and valuing existing context is fundamental and you'll use your expertise to make a meaningful contribution to places and communities.

## Key Responsibilities:

- Undertaking archive and desktop research on historic buildings and places.
- Analyse and articulate the significance of historic buildings and places
- Support the preparation of documents, including:
  - » Statements of Significance
  - » Conservation Plans
  - » Management and Maintenance Plans
  - » Heritage Impact Assessments
  - » Conservation Area Appraisals and Management Plans
- Participate in design reviews, providing considered heritage advice and communicating confidently about contemporary design.
- Communicate effectively with clients, stakeholders, and the wider team.
- Support the team in collating and presenting information in a way that is robust, interesting, and accessible.
- Stay up to date with legislation, policy, and best practice guidance to inform project work.
- Engaging in meaningful business development, building your own network and client base



## Qualifications & Experience:

### Essential:

- Undergraduate or Postgraduate degree in a related discipline.
- 0-3 years' experience in a relevant role.
- Experience using GIS tools.

### Desirable:

- Full, clean UK driving licence.

## Skills & Abilities

### Essential:

- Strong research capabilities, desktop and archive.
- Demonstrable interest in the historic built environment.
- Knowledge and understanding of the British planning system.
- Knowledge and understanding of heritage significance, in accordance with Historic England guidance.
- Strong organisational and multitasking skills, with the ability to prioritise effectively.
- Excellent written and verbal communication skills.
- A proactive and problem-solving mindset, with a keen eye for detail.
- Experienced in the suite of Microsoft software - outlook, word, etc.
- Informative and clear writing style.

### Desirable:

- Knowledge and experience of using the Adobe suite including InDesign and Photoshop

### Attributes:

- Authentic: Able to gain the trust of others and consistently act with integrity.
- Detail-oriented: Strong research capabilities, with experience in desktop and archive research.
- Approachable and adaptable: Thrives in a dynamic and creative environment.
- Self-motivated and dependable: Takes ownership of tasks while working collaboratively with colleagues across the studio.
- Resilient under pressure: Remains calm and effective in fast-paced situations.

## Studio Standards and Policies:

Adherence to our values and commitment to continuous improvement are essential for making a meaningful difference in everything we do. You will support us in maintaining BCorp status and prioritise environmental and social impacts to ensure our practices contribute positively to our community and the planet.

You will also assist in the operation of the Integrated Management System, encourage others to do so and contribute to its ongoing evolution.

## Other Duties

From time to time the company may make reasonable requests for you to undertake duties not necessarily covered in the above