

# HAMPSTEAD - GARDEN - SUBURB - TRUST

---

## Hampstead Garden Suburb Trust

### Vacancy for Architectural Support Officer

#### Background information for applicants

Hampstead Garden Suburb is recognised internationally as one of the finest examples of early twentieth century domestic architecture and town planning. It is a conservation area within the London Borough of Barnet and contains a large number of listed buildings. There are over 3,800 houses and 1,300 flats on the Suburb, as well as commercial properties, public buildings, woods and open spaces.

The Hampstead Garden Suburb Trust was set up in 1968, on the initiative of residents, to maintain and preserve the character and amenities of the Suburb. It does this principally through its ownership of properties leased to residents and through a Scheme of Management. The Scheme applies to freehold properties owned by residents, which now make up a large majority of Suburb houses. In both cases, application must be made for consent by the Trust for alterations affecting the appearance of the properties concerned.

There are eight unpaid Trustees who serve on the Trust Council and are the directors of the company. Four are elected by the members and four are appointed by outside professional and amenity bodies (the Law Society, the Royal Institute of British Architects, the Royal Town Planning Institute, and the Victorian Society).

The Trust has a small staff headed by the Chief Executive, Will Hawkins.

Further information on the Trust can be found at [www.hgstrust.org](http://www.hgstrust.org)

This is an excellent opportunity to understand the working of a charitable body and to become a key member of a happy and hard-working team. Information on the role is available from the attached Job Description.

#### Terms of employment

The salary will be £29,000 - £32,000 depending on qualifications and experience. The Trust currently operates a contributory pension arrangement. The normal hours of employment are 9am to 5pm, Monday to Friday. Attendance at some evening meetings is required. The holiday entitlement is 25 days per annum (in addition to normal public holidays).

#### Applications

Candidates should apply [via CharityJob](#) or by email to [david@hgstrust.org](mailto:david@hgstrust.org) with a full CV and two referees as soon as possible but no later than 9:00am on Wednesday 27 May. Interviews will be held week commencing 1 June.