



## Assistant Director

Salary range: £25,000 – £28,000  
Full Time, 3 year appointment

The Cockburn Association (Edinburgh Civic Trust) founded in 1875, works to improve Edinburgh's amenity and to protect, preserve and enhance the city's landscape and historic and architectural heritage.

The Cockburn Association is to establish an Urban Design Group, and to appoint an Assistant Director to manage the activities of this Group. The Assistant Director will bring together expert contributions from different professional backgrounds as a basis for the Cockburn Association's submissions on significant planning proposals and on draft strategic plans affecting the city and its environs.

This person will be an individual committed to place-making – influencing how areas within Edinburgh can be made as attractive, sustainable, and functional as possible, so as to enrich the lives and experience of all those who live and work in, and those who visit, the city.

### Principal tasks:

- Urban Design:
  - Cockburn Association (CA) Urban Design Group support and coordination of documentation;
  - attendance at developer meetings and site visits;
  - a CA representative at the Edinburgh Urban Design Panel
  - liaison with the Planning department;
  - liaison with Heritage bodies ;
  - awareness of development plans/planning applications across Edinburgh
- Government consultations and strategic plans:
  - Assist as required in preparing CA responses to consultations and draft strategic plans at national, regional and local government levels;
- Edinburgh Doors Open Day project management;
- Assist as required with CA communications: monthly newsletter/e-newsletter and mailings, conferences;
- Support the Director, and deputise as required.

### Person description, qualifications, experience and skills:

#### Qualifications and experience

- Degree or postgraduate qualification or other relevant professional qualification in Urban Design, Planning, Heritage/Conservation or a related discipline;
- Understanding of current developments in national and local planning, design and practice.

*Relevant experience in the above fields would substitute for formal academic qualifications*

## **Skills**

- A thorough awareness of local, regional and national planning frameworks;
- An ability to grasp and distil the essence of complex planning applications;
- An ability to frame a Cockburn Association response to planning proposals and integrate expert advice to that response;
- Ability to work effectively as part of a team, and independently;
- Excellent communication, presentational and IT skills;
- Effective record keeping.

## **Personal qualities:**

- Able to manage own workflow;
- Persuasive campaigner; awareness of voluntary sector advocacy;
- Team member;
- Discreet and able to work with confidential information.

Line manager: The Director

Location: Central Edinburgh

Pension: No employer pension scheme in place – automatic registration February 2017

Holidays: 28 days per year inclusive of bank holidays

To apply please send a copy of your CV and a covering letter explaining why you are suitable for the role to:

Marion Williams

Director

The Cockburn Association

Trunk's Close

55 High Street

Edinburgh

EH1 1SR

[director@cockburnassociation.org.uk](mailto:director@cockburnassociation.org.uk)

Deadline for applications: Friday, 8 July 2016