



## Job Description – Part Time Landscape Architect

**Job Purpose:** To design and deliver high quality landscape projects across the North West on behalf of Proffitts – Investing in Communities.

**Responsible to:** Director and Senior Landscape Architect

**Hours:** 20 hours per week (flexible working essential)

**Salary:** £27k – £29K pro rata.

**Length of contract:** 6 months initial period with option to extend.

### Person Specification

- You will hold a relevant undergraduate degree and masters (or equivalent) – formerly known as Part 3 with at least 4 years' experience working as a Landscape Architect
- Either working towards or be a Recognised Practitioner or equivalent professional qualification
- Have skills in AutoCAD and basic visualisations
- Have experience in working directly with communities
- You will be able to work from home the majority of the time

### Key Accountabilities

- To design, arrange and oversee the implementation of a wide range of environmental improvements across the North West
- To work with a wide range of partners from community groups, the private and voluntary sector, statutory authorities, and businesses.
- To manage and contribute to a variety of environmental projects, developing ideas and coordinating project development with partners.
- To work to tight timescales and budgets to a competent standard and to assist other staff at Proffitts where required.
- To negotiate with partners, sponsors, and clients on scheme details, fundraising and implementation.
- Production of tender documents and management of contracts.
- To assist with fundraising and securing resources.
- To provide planning, monitoring, and budget related information as requested.
- To ensure good Health and Safety practice is always followed and act in line with appropriate standards, procedures, and legal requirements.
- To represent Proffitts – Investing in Communities at relevant meetings, events and training sessions as required and to deputise for other staff if needed.
- To undertake other duties as may be required from time to time to be agreed with the Director.
- To undertake relevant training as required for the position and to retain professional membership of the Landscape Institute.
- To comply with the Code of Practice for Landscape Architects as set out by the Landscape Institute.

## **How to Apply**

To apply, please send an up to date copy of your CV and cover letter which outlines your experience. Please also include up to 4 examples of relevant projects from your portfolio. Submit your CV and additional information by 18<sup>th</sup> April 2022.

## **About Proffitts – Investing in Communities**

Proffitts was established in 2008 to serve the communities in the North West with a particular focus Greater Manchester and Pennine Lancashire. We are a small, friendly team who welcome flexible working, collaboration and new ideas.

Please look at our web site for further information [www.proffittscic.com](http://www.proffittscic.com)

We are able to offer flexible working, a generous pension, 20 days annual leave (plus bank holidays) and assistance with P2C (where applicable) and support towards CPD.