



## **JOB DESCRIPTION**

<b>Position:</b>	Director of Urbanism & Landscape
<b>Reports to:</b>	Executive Director, Projects
<b>Salary:</b>	Dependent on Experience
<b>Location:</b>	London, UK with willingness to travel

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

Reporting to the Executive Director of Projects, the Director of Urbanism and Landscape will be responsible for coordinating and managing a wide portfolio of projects on behalf of The Foundation to build harmonious communities, both in the UK and internationally – with

particular emphasis on master planning projects. They will also lead various projects and be the client interface on many. It is envisaged this role will also attend Senior Management Team meetings and liaise with the Education team to transfer knowledge from programmes to practical delivery under the 'learn, practice, teach' philosophy.

## Key Tasks

Specific Duties will include:

### Urban Design and Landscape

- Initiating meetings with clients for job opportunities and developing proposals for scoping visits and workshops to frame more detailed proposals.
- Suggesting the right strategies and teams for projects to ensure robust delivery.
- Helping to procure other team members both in-house and externally.
- Developing design solutions and strategies for a project with the client, other members of the team and statutory bodies.
- Producing urban design framework plans with supporting strategies and design codes.
- Overseeing drawing packages and reports for submission to clients or statutory bodies.
- Overseeing high quality visualisations from sketch through to illustrative and presentation standard.
- Put in place design review and quality safeguarding mechanisms to ensure delivery of the projects once TKF is no longer leading on the project or has left.

### Communications and Engagement

- Work with the Executive Director of Projects and team in facilitating design workshops and stakeholder engagement, and collating all outputs for review.
- Collaborating with partners and The Foundation's Development Team to identify and secure funding for implementation of projects to demonstrate impact on the ground.
- Providing regular communications with partners and agencies in relation to projects and coordinate with The Foundation's communications team for PR outputs.
- Supporting development and delivery of events profiling The Foundation's work, including in the UK and occasionally at international conferences.

### Strategy

- Support the Executive Director to further the Projects Team strategy, and to identify and strengthen new opportunities as required with partners.
- Working with other departments within The Foundation, including Fundraising and Education, as necessary for the advancement of the Projects Team strategy and delivery.



The Foundation works with a wide range of partners, meaning it is inevitable that tasks and responsibilities may change and adapt over the life of a project. All staff are therefore expected to work in a flexible way when the occasion arises, undertaking tasks which are not specifically covered in their Job Description.

## **Person Specification**

### **The essential skills, knowledge and experience required are:**

- At least 20-years of experience in the built environment
- Strong leadership experience on large projects (including international)
- Experience in lectures, training modules, and delivering courses.
- Chartered Architect with the Royal Institute of British Architects (or other professional)
- Proven ability to manage the design review process with managers
- Ability to prepare high-quality hand graphics for design communication
- Experience in setting up projects and managing them with multiple stakeholders.

### **Other:**

- The post will be based at 19-22 Charlotte Road, London, EC2A 3SG with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week, Monday to Friday.
- You must have the legal right to work in the UK.
- A degree of flexible hybrid working may be possible, while the position may also require periodic travel internationally.

**Applications:** Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Friday 15<sup>th</sup> November 2024**