



## **JOB DESCRIPTION**

**JOB TITLE: Tutor in architecture & urbanism (post-doctoral)**

**SALARY: £33,000-£35,000 per annum.**

**REPORTS TO: Senior Lecturer**

**LOCATION: Either our London or Scotland (Dumfries House) offices**

### **About the Prince's Foundation**

The Prince's Foundation was created in 2018, as a result of the consolidation of four existing charities, The Prince's Foundation for Building Community, The Prince's Regeneration Trust, The Great Steward of Scotland's Dumfries House Trust, and The Prince's School of Traditional Arts.

The Prince's Foundation - delivers work to improve the built environment, save heritage, and promote culture and education. Through education, the Foundation will continue to offer innovative and inspiring skills-based courses in a broad range of subjects, from traditional arts and heritage craft skills, to architecture and design, science, engineering, horticulture and hospitality, all emphasising the greater social cohesion that transpires when members of a community learn, as well as live, together. Programmes will take place within and beyond the charity's sites, including at Dumfries House, with its Education Farm and Garden, STEM Centre and Health and Wellbeing Centre among others.

### **Location**

The post is based at the offices of the Prince's Foundation in London, though a high proportion of home working will be required during the coronavirus pandemic. The role involves travel within the UK to the Foundation offices in Scotland, and possible travel abroad.

### **Job description**

The aim of the Prince's Foundation in creating this position is to offer an opportunity for an outstanding early career researcher to strengthen their experience of teaching and research in an environment mixing academic research and architectural and urbanism practice.

The primary emphasis is on assisting with delivery of existing and new courses in partnership with universities. The holder will be encouraged to produce and publish research, which will be assisted by a developing academic community of established scholars working in similar fields.

## **Duties**

- Working with the Senior Lecturer in Architecture & Urbanism:
  - Assist in developing and documenting new collaborative academic programmes as may be directed
  - Support the teaching objectives of the Department by developing and managing a range of contributions to its learning and teaching activities
  - Contribute to delivering teaching across a range of modules and to all levels, through lectures, tutorials, practical classes, seminars and the supervision of student research projects
  - Help to set and mark coursework and exams, providing constructive feedback to students
  - Contribute to the efficient management and administration of the Department by performing personal administrative duties as allocated by the Head and otherwise as directed;
  - Contribute to the day-to-day management of paper submissions, reviewer searches, and reviewer management for the Journal of Urbanism, using the ScholarOne online system provided by the publisher; and
  - Any other duties as allocated by the line manager following consultation with the post holder.
  
- Working with the Executive Director (Education) and others:
  - Contribute to delivery of Summer Schools, short courses, and other similar elements;
  - Help in promotion of the Foundation's work through publication for academic and other audiences.
  
- Working with the Senior Design Director:
  - Contribute to the Foundation's research and publication programme.
  
- Working with other Foundation staff:
  - Assist in developing publications of their own research work.
  
- Working with staff of INTBAU (International Network for Traditional Building, Architecture & Urbanism)
  - Assist in developing academic outputs in collaboration with The Prince's Foundation.

## **Person specification**

The person appointed should have the qualification, knowledge and experience listed below.

- Knowledge

Essential:

- A strong knowledge of a key element of the subject area of sustainable architecture & urbanism evidenced by a degree at PhD level in a relevant subject area
- A broad subject background enabling wider contributions to teaching programmes
- Experience of development and delivery of teaching at postgraduate level
- Experience of success in delivering learning outcomes
- A developing ability to plan and develop a range of high-quality research and teaching activities, ensuring plans complement broader research and education strategy
- A developing ability to plan, manage, organise and assess your own teaching contributions; and
- Interest in and knowledge of the philosophy and practice of The Prince's Foundation.

- Skills

Essential:

- Excellent interpersonal, oral and written communication skills
- Evidence of ability to manage time and work to strict deadlines
- Evidence of ability to manage and delivering modules and elements of course units
- Evidence of ability to coach and support students/tutorial groups
- Evidence of ability to communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience; and
- Evidence of ability to deliver lectures and seminars in courses relating to different aspects of subject area.

Desirable:

- Evidence of ability to teach and to supervise academic work by undergraduates, masters and doctoral students
- Track record of presenting research results at group meetings and conferences; and
- Ability to communicate in other languages besides English.

- Aptitude

Essential:

- Ability to work collaboratively as part of a team
- Ability to work proactively and take initiative in developing and managing workload.

- Qualifications

Essential:

- PhD or close to award of a PhD (see below), in a subject relevant to sustainable architecture & urbanism.

Desirable:

- Membership of a relevant professional organisation.

- Previous Experience

Essential:

- Research in an element of sustainable architecture and urbanism.

Desirable:

- Assessment of student work
- Curriculum design
- Engagement with scholarly/professional community; and
- Pastoral care of students.

- Personal Qualities

Essential:

- Commitment to academic research
- Commitment to teaching and fostering an inclusive and positive learning environment for students
- Commitment to continuous professional development
- Commitment to public communication; and
- Commitment to The Prince's Foundation's policy of equal opportunity, and to work harmoniously with colleagues and students of all cultures and backgrounds.

Desirable:

- Wider interest in sustainable design, traditional building, architecture and urbanism, sustainability, community engagement, or related fields.

## Eligibility

- Post-doctorate: Applicants must be within three years of the award of a doctorate. This means either already having been awarded a doctoral degree following a viva voce examination held on or after 11 October 2018; or had their thesis examined by 11 October 2021.
- Language ability:
 

Essential: Applicants must be either a native English speaker, present a recent IELTS certificate at level 7.0 or above, or have completed postgraduate studies at a UK university.

Desirable: Ability to communicate at conversational level in either French or German would be useful in this role.
- Alternatives: An applicant who does not fall into one of these categories must demonstrate a strong prior association with the UK academic community, for example

through already having been employed in a temporary capacity (longer than six months) at a UK institution.

**Applications:** Please submit a completed [Application Form](#) together with a cover letter, CV and Sample of Academic Writing to [education@princes-foundation.org](mailto:education@princes-foundation.org)

Closing date for applications: Monday 15<sup>th</sup> November 2021