

Eighth in the East

Community Archaeologist Job Description and Person Specification

Location	Various throughout Eastern Region – First Year at Norfolk Historic Environment Service, Gressenhall
Salary	£25,000 p.a.
Contract Length	Until September 2016
Hours per week	40 (includes evening and weekend working)
Line Managed by	New Heritage Solutions Community Interest Company
Reporting to	Eighth in the East Project Manager
Responsible for	Archaeological Volunteers

Job Purpose

To work with local communities to deliver the community archaeology aspects of The Eighth in the East project ensuring the project meets its milestones and delivers the required outcomes to time and budget. In particular to explore, discover, record, interpret and promote the Second World War heritage of the US 8th Air Force in the East of England, and to encourage local communities, groups and individuals to become actively involved in and investigate that heritage.

Principal accountabilities (in order of importance)

1. Consult and liaise with local communities, groups and individuals, to recruit volunteers and encourage their engagement and involvement in the project, and to provide support where necessary.
2. Organise and run public meetings and outreach events in order to promote the project to as wide an audience as possible.
3. Ensure appropriate health and safety standards are implemented, in particular to prepare risk assessments for volunteers, activities and events and keep these documents up to date.
4. Organise and run training sessions to provide the necessary skills for volunteers to participate in Eighth in the East related activities, including (primarily non-intrusive) archaeological surveys and investigations.
5. Liaise, advise and run follow-up visits where necessary, to provide advice and support to local communities, groups and volunteers involved in the project's recording and research activities.
6. Work with local authority Historic Environment Records and partner organisations across the region to ensure each survey or investigation results in the archiving of a comprehensive set of records created to the agreed standards.

7. Assist in the preparation of leaflets, interpretation banners/posters, website, social media and other interpretative materials to bring The Eighth in the East to as wide an audience as possible and actively disseminate the project's results.
8. Organise and deliver the provision of survey and recording equipment to local communities and other volunteer groups engaged in the project's archaeological activities.
9. Assist with any other area of the project as directed by the Project Manager and to deputise for the Project Manager when required.
10. Assist with project reporting to the Heritage Lottery Fund at the required intervals to ensure full drawdown on the project funds and to ensure that effective advocacy is built into the project all stages.
11. Carry out general administrative duties for the project as appropriate.

Person Specification

	Essential	Desirable
Qualifications	A degree in archaeology or a related discipline	A higher degree or placement in community/public archaeology Membership, Associate or Practitioner of the Institute for Archaeologists.
Experience	A good understanding and working knowledge of British Archaeology, particularly WW2 heritage assets. Previous experience of community engagement, outreach and/or educational work within an archaeological environment. Previous experience of promoting public interest in heritage issues, including public speaking and the use of online resources. Previous experience of organising, undertaking and managing archaeological fieldwork including building recording with volunteers.	Previous experience of working within a Local Authority context. Academic research and report writing skills. Previous experience of working with WW2 Heritage Assets.
Skills, knowledge	Good team player and	Previous experience of working

<p>and aptitudes</p>	<p>willingness to be flexible and adaptable.</p> <p>Demonstrable competence in use of IT including standard office software.</p> <p>Proven excellent spoken and written communication skills across a diverse range of audiences.</p> <p>The ability to synthesise data and to prepare written texts and presentations to a very high standard of clarity and literacy.</p> <p>The ability to work under minimal daily supervision and on one's own initiative.</p> <p>Ability to plan, prioritise workload and meet tight deadlines.</p> <p>Ability to work accurately with attention to detail.</p> <p>Tact, diplomacy, patience and resilience.</p>	<p>with a Historic Environment Record and GIS.</p> <p>Previous experience of working with HBSMR database software.</p> <p>The ability to work confidently with controversial issues.</p> <p>An interest in the history of the USAAF and WW2, as well as awareness of the role projects such as Eighth in the East can play in developing community participation.</p> <p>Proven skills in training staff and volunteers.</p> <p>Skills in using social media (especially Facebook, Twitter, Flickr)</p> <p>Current First Aid at Work certificate</p>
<p>Constraints</p>	<p>This post involves travelling in rural areas, including some travel outside core hours. Use of an appropriate vehicle is required and drivers should hold a full driving licence.</p> <p>Willingness to work at weekends/evenings is essential.</p> <p>A Disclosure and Barring Service check will be made</p>	

For further information please contact Dr Robert Liddiard at the University of East Anglia by email: Rob.Liddiard@uea.ac.uk

Application is by CV and covering letter to be sent to the e-mail address above.

Interviews will be held at the project base at Halesworth in Suffolk on 23rd October 2013