**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Archaeology Project Officer Learning and Archives – Romans Unearthed: Hidden Villas in Suffolk  |
| **Job Reference** | 20735 |
| **Grade and Salary** | 5 - £34,434 per annum (pro rata)This role includes performance related pay progression |
| **Service and Team** | Natural and Historic Environment – Archaeological Service |
| **Location** | Bury Resource Centre, Hollow Road, Bury St Edmunds, IP32 7AY – Hybrid working |
| **Hours per week** | 29.6 |
| **Status** | Fixed Term or Secondment to 30/03/2027 (funding) |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To support the development of a major community archaeology project ‘*Romans Unearthed: Suffolk’s Hidden Villas*’ to submission as a Stage 2 National Lottery Heritage Fund grant application. If the application is successful, there is potential to extend the contract by a further 4 years to then deliver the project’s Activity Plan. The main responsibility would be to plan and deliver school outreach and archive audit and digitisation of collections relating to Roman villa sites, involving volunteers and local community groups. The project will be delivered in partnership with University College London, and informal project partners and local community services.

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| **About the team**  |

The Archaeological Service is the main provider of archaeological conservation, recording and advice services in Suffolk. This is a rare opportunity to join a curatorial team responsible for the protection and promotion of one of England’s richest areas of historic environment.

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| **What you will be expected to deliver in the role** |

* To support the Project Manager to plan and develop project activities for the *Romans Unearthed* project in the development phase, and subject to a successful Stage 2 grant there is potential to extend the role to deliver the project in the full delivery phase.
* Conduct an archive audit of documentary and object collections relating to Roman villas in Suffolk held in the county archives.
* Create an archive digitisation and enhancement plan for these collections to be carried out in the delivery phase, identifying digitisation methods, requirements for re-cataloguing, resources, and volunteer engagement plan, with the aim of increasing accessibility and depositing digital data to the Archaeological Data Service.
* Support community engagement through audience research and consultation with partners, stakeholders and individuals, including surveys and face-to-face sessions including with young and vulnerable people, to inform co-creation of activities.
* Conduct consultation specifically with schools and deliver trial sessions and co-create school engagement project activities for the delivery phase.
* Support trial sessions in community archaeological fieldwork in the development phase to inform the project’s Activity Plan, that will be delivered in the delivery phase, including teaching and supporting volunteers to record skills in BAJR Skills Passports and AQA Unit Award Scheme certification.
* Plan and coordinate other project activities centred on community engagement, including organising workshops and outreach activities for different audiences and adapt to different ages and abilities.
* Undertake all relevant administration needed for coordinating volunteers and schools including booking volunteer transport, venue hire, residential accommodation and meals, and bookings to public activities.
* Undertake marketing activities, including writing copy for social media, blogs and outreach resources in line with house language and styles.
* Attend public events as required to promote the project and share project results.
* Support the Project manager with the necessary NLHF reporting requirements, including progress reports and evaluation data collection.
* Work closely with consultants, key communities, partners and the project’s Management Steering Committee to plan and potentially deliver a successful project.
* Report and present at the project’s Management Steering Committee meetings.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree in a relevant subject /or equivalent level of skill & knowledge
2. Teaching qualification or equivalent relevant experience

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk’s archaeology.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Demonstrable experience organising and delivering projects
2. Demonstrable experience teaching, working with schools and delivering archaeological activities or similar to children and young people.
3. Experience working in archaeological archives and preferably delivering community engagement with archives.
4. Knowledge of archaeological archive policies and standards for different media
5. Experience in producing and delivering presentations using appropriate delivery media for a wide variety of audiences
6. Good problem solving skills and ability to manage own workload producing high quality work to deadlines
7. Proven experience in working effectively as part of a small team with a shared goal
8. Keen attention to detail and impeccable record keeping
9. Ability to think creatively to plan project activities and work with stakeholders to co-create activities.
10. Excellent written and verbal communication abilities for different audiences
11. Experience working with volunteers and local communities, preferably on community archaeology projects.
12. Very good knowledge and experience of preparing and working to specifications and delivering projects to time, quality and budget,
13. Good working knowledge of IT software, Microsoft Office Suite, Adobe Creative Cloud products (e.g. Photoshop), MailChimp or similar and WordPress.
14. Ability to use and writing copy for social media, Wordpress blogs and enewsletter.
15. Experienced and proven self starter,
16. A genuine commitment to preserving Suffolk’s archaeology and connecting communities with their local heritage,
17. Good political awareness,

**Additional requirements**

1. A full, clean UK driving licence is required, with frequent travel to deliver community activities and attend meetings.
2. Able to traverse long distances over all types of terrain in all weathers for archaeological fieldwork activities
3. Manual handling including loading and unloading equipment
4. Able to work weekends and occasional evenings if required

**It would also be desirable to have**

1. Knowledge of artefact conservation and storage
2. Knowledge and understanding of at least one of the following: archaeological periods in England, the landscape and archaeology of Suffolk, community involvement
3. Knowledge of relevant First Aid and H&S procedures and of safeguarding relating to volunteers and young and vulnerable people (although training will be provided).
4. Knowledge of The National Lottery Heritage Fund and their funding investment principles.
5. Experience in creating outreach materials and online resources using relevant software (e.g Photoshop, Canva, HTML and Bootstrap5) (although training can be provided).

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Vocational Driving Essential (vehicle provided) -**Due to the nature of this role, you will require a driving licence. A vehicle will be provided, but on occasion you will need access to personal transport.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.