

Community Archaeologist

JOB DESCRIPTION

1. Background

PKHT helps to conserve and promote engagement with the archaeology and architectural heritage of Perth and Kinross for the benefit of residents, visitors, and future generations. A charity established in 1988, we achieve our objectives through the delivery of projects, the administration of grants, the provision of information and advice, and a programme of outreach events and publications.

Our remit covers archaeology and historic buildings, and ranges from conservation, research and educational projects. These currently include the Perth City Heritage Fund, our Planning Archaeology service, and our annual Doors Open Days celebration for Perth and Kinross, which offers residents and visitors free access to historic buildings not usually open to the public. The post holder will deliver a one-year programme of community archaeology, ranging from guided walks and talks to field walking and excavation, while contributing to planning a subsequent three-year programme. This post is an opportunity to explore the fantastic resource of archaeology in Perth and Kinross and engage local communities in fun and innovative ways.

2. Job purpose

The post-holder will contribute to the work of the Trust across four areas of work:

1. Delivery of a year-long programme of community archaeology.
2. Managing available programme budget and evaluating and reporting outcomes.
3. Helping to promote the project through traditional and digital media and contributing to publication sales.
4. Liaison with volunteers and local groups and helping to maintain to our Volunteer Database.

3. Roles and responsibilities

The post-holder will be responsible for:

1. Delivery of a year-long programme of community archaeology, engaging local communities through:
 - delivery of guided walks and talks.

- volunteering activities including field-walking and excavation.
2. Managing the programme budget and reporting:
 - tendering and appointing contractors as required.
 - managing bookings and attendees through Eventbrite or similar.
 - evaluating project outcomes and reporting to our Board of Trustees.
 3. Helping to promote the project through traditional and digital media and contributing to publication sales.
 - use of leaflets and social media to promote projects and events and contribute to sales of trust publications.
 - promotion of events through our website and supporting other staff in promoting other archaeological news
 4. Liaison with volunteers, local groups, and other users, and maintaining our Volunteer Database:
 - Helping to maintain and develop the Trust's lists of volunteers and other interested individuals.

4. Responsible to

The post holder will work with other staff under the direction of the Trust Director.

5. Other duties

Working within a small team, a flexible, 'can do' approach is essential, and the post-holder may need to perform duties other than those given in the job description to further the work of the Trust.

Date: 30/09/24 (DS)

PERSON SPECIFICATION

ESSENTIAL

Knowledge and Skills:

- An archaeology degree, or post-graduate qualification
- An understanding of Scottish archaeology gained through fieldwork
- Experience in the delivery of outreach events, such as guided walks and talks
- Driving licence and access to car

Experience:

- Experience of excavation and field-walking
- Promotion through traditional and digital media, including www and social media
- Good digital skills, including delivering outreach through social media, websites etc

Personal Attributes:

- Good written and verbal communication skills
- Ability to prioritise tasks and manage multiple projects
- Ability to work independently within the Trust's small team and to liaise with other partners and stakeholders as required
- Positive can-do attitude and enthusiasm about Scottish archaeology

DESIRABLE

Knowledge and Skills:

- Membership of ClfA
- Knowledge of the wider Scottish heritage sector, but especially archaeology
- track record in delivering projects with varied partners, stakeholders and volunteers
- track record in delivering digital outreach through press releases and digital outlets such as www

Experience:

- track record in the delivery of community archaeology projects
- experience of project evaluation and reporting
- experience of publication sales and working with volunteers

Date: 30/09/24 (DS)