



CBA Operations Manager: Recruitment Pack

Council for
British Archaeology

The CBA and Archaeology - Are you ready for your next challenge?

The Council for British Archaeology is looking for an effective Operations Manager to oversee its operations and support the ongoing transformation of the business.

The CBA is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologist's Club for children aged 8-16. We speak up to safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

This pack contains the information you need to apply, including:

1. Useful Information

Council for British Archaeology Diversity Policy, shortlisting and pre-employment checks and UK Identification requirements

2. About the CBA

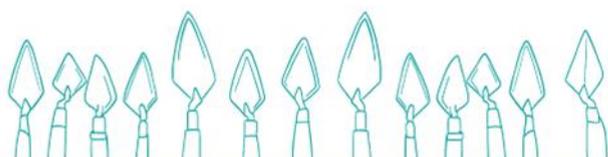
Information about the Council for British Archaeology, including our vision, mission, and organisational values.

3. Description of the Role and Person Specification

Key responsibilities and the criteria that potential candidates should aim to meet.

4. How to Apply

Details on how to apply plus the closing date and interview date.



1. Useful Information

Diversity Policy Statement

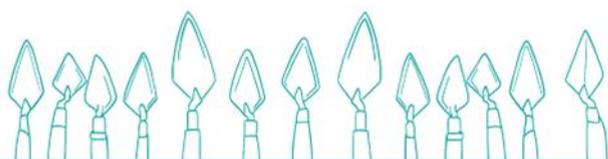
The Council for British Archaeology (CBA) is committed to the belief that archaeology should be accessible to everyone, and that anyone should be able to pursue this interest actively, free from any physical, psychological, economic, social, or cultural deterrents.

Everyone has the right to be treated with consideration and respect. The CBA is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence. The CBA aims to ensure that all staff, volunteers, partners, clients, contractors, members, and the general public are treated fairly.

The CBA is committed to equal opportunities in employment. It will not discriminate unlawfully or unfairly against people on the grounds of age, disability, gender, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity. We welcome applications from a wide range of candidates with the right mix of talent, skills and potential, including those with criminal records.

The use of Curriculum Vitae (CV's) and Continuing Professional Development (CPD) logs

Our policy is to recruit and employ our employees based on their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we are not accepting a CV and/or a CPD log on this occasion.



Shortlisting

The CBA is an equal opportunities employer, and we are committed to ensuring all applications are treated fairly. Applications are sought from those eligible to work in the UK.

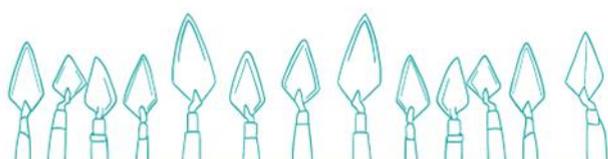
All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted, we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

If we do not shortlist you, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy.

Pre-employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, proof of UK residency, two references satisfactory to the CBA and, where required, a criminal record enhanced disclosure and barring check with the appropriate disclosure body.



2. About the CBA

Our vision

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

Our mission

To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places - everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.

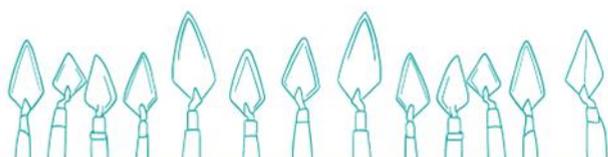
Our values

Our values define how we work and approach championing archaeology, widening public participation, and making it more relevant and accessible to a wide range of people.

The CBA aspires to be:

Inclusive and participatory

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice.



Curious and enquiring

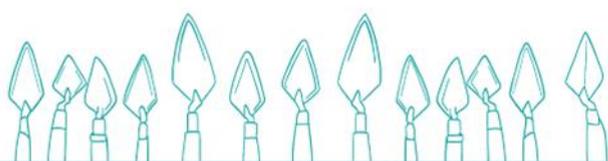
- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

Collaborative

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcome.
- There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

Creative, communicative, and connective

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.



Caring and campaigning

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

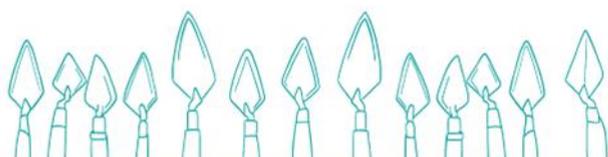
Further details of our work are at www.archaeologyuk.org.

The Board and staff are working to transform the CBA into an inclusive and dynamic organisation, championing archaeology and the public's participation in it. As set out above 'Inclusive and participatory' is one of our five core values. It sets out our important aspiration that everyone, regardless of their background, can participate in archaeology.

To this end, the CBA aim to foster a culture that recognises and values different backgrounds, approaches, skills, experience, knowledge, and expertise. By having greater diversity, we believe that we will be a stronger organisation and ultimately will be able to inspire more people to enjoy archaeology. As a national charity, we have an ability to reach a wide and diverse population of audiences, colleagues and partners through our geography and reach. We therefore welcome applications from those who bring difference.

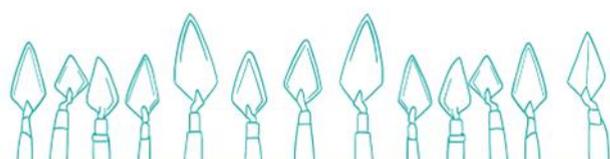
We are seeking an Operations Manager to help shape and deliver our work and help us deliver on these core values.

If you are interested, come and work with us!



3. Job Description

Job Title	Operations Manger
Responsible To	Executive Director
Responsible For	Office and Accounts Manager, freelance accountant and other administrative and freelance/contract staff and external suppliers as required.
Supporting	The Operations Manager is a member of the Management Team.
Contract	Part-time 0.8 FTE (four days). Flexible hours; permanent contract, with three-month probationary period. The post-holder must have the right to work in the UK.
Salary	£30,890 pro-rata
Holidays	26 days paid holiday (pro-rata), 8 days public holidays per year (pro-rata), in addition the CBA office is closed for two weeks over the Christmas period.
Pension	The CBA offers an additional 10% of gross salary as the employer's contribution to our pension scheme.
Location	Hybrid working is offered for this post in line with CBA Policies. Occasional national travel will also be required.
Safeguarding	The post will not have a direct safeguarding role and therefore is not subject to a Standard Disclosure and Barring Service (DBS) check.



The Role

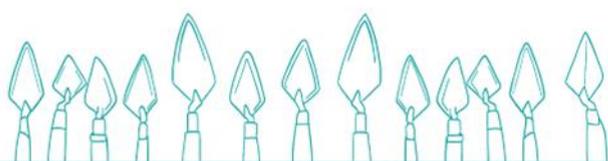
The Operations Manager is responsible for the effective and efficient day-to-day operational management of the CBA.

As a member of the Management Team, you will help to deliver and shape the CBA's vision and strategy. It will be your responsibility to ensure the good operational management of the organisation to enable us to achieve our mission and values. Your skills in effective organisational management will support the long-term sustainability and future growth of the organisation.

Our digital infrastructure and website ensure the CBA is the key 'hub' through which people and the public can interact with archaeology. By maintaining effective office infrastructure and a strong digital presence you will help us build on our outreach programmes, such as the Festival of Archaeology and Young Archaeologists' Club, which underpin our open and inclusive approach to participation in archaeology. Helping us drive forward and deliver this approach will be a key aspect of the role working with the Executive Team, Management Team and staff in a collaborative and supportive manner.

The Operations Manager will implement and oversee effective and appropriate office infrastructure and remote working support, including line management responsibility for the CBA Office and Accounts Manager who is responsible for the CBA's HR procedures, accounts, leases, and insurance, and supports the Executive Director overseeing the CBA's Finances.

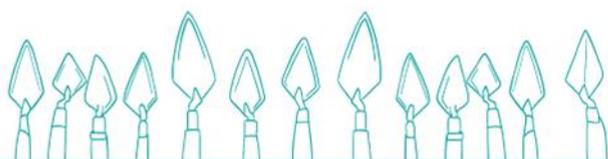
The key responsibilities and accountabilities are set out below focussing on two key areas; Operational Management and People & Development.



Key Responsibilities and Accountabilities

Operational Management:

- Ensure the smooth running of the CBA office (including remote workers), and overseeing the provision of IT, shared IT working platforms, the website, CRM, phone system and other services. You will be responsible for coordinating the liaison with our IT providers and ensuring the long-term resilience of our systems and that they are fit for purpose.
- Work with the CRM to prospect data, track customer interactions, and share this information with colleagues. Troubleshoot any issues arising from the use of the CRM internally and with external providers.
- Ensure effective internal communication across the organisation, including systems for file-sharing and remote working.
- Take overall responsibility for maintaining operational policies including Health & Safety (including mental health and wellbeing) and legal compliance including Charity Commission, OSCR and Companies House, Freedom of Information Act, GDPR and other areas of statutory compliance as needed.
- Continue to update and develop new policy work, beginning with a review of the CBA's EDI Policy, Code of Conduct and Equal Opportunities Process.
- Ensuring any actions arising out of CBA Policy reviews are undertaken in a timely manner.
- Take overall responsibility for CBA activity Risk Assessments (including the CBA office risk assessment in conjunction with the Office and Accounts Manager).
- Overall oversight for CBA risk management, insurance, and security.
- Work with the Executive Team and Management Team to ensure that the Risk Register

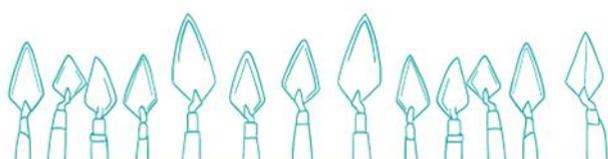


is regularly reviewed, acted upon, and regularly reported to the Board.

- Develop the CBA approach to Net Zero including the creation of our own Net Zero implementation plan. Support our network of groups, societies, and partners on Net Zero strategies.

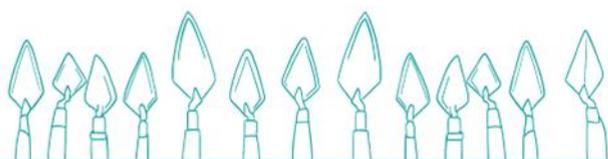
People and Development:

- Work with the Management Team to ensure staff have the resources, training, and information they require to fulfil their roles.
- Lead on recruitment processes and contracting of employees and freelancers and ensure these follow organisational policies to be open, accessible, and inclusive, and reflect good practice and statutory requirements.
- Support commissioning of contractors and freelance support including advice on project designs and proposals and the issuing of contracts.
- You will have line management responsibility for the CBA Office and Accounts Manager who is responsible for the CBA's HR procedures, accounts, leases, and insurance, and supports the Executive Director overseeing the CBA's Finances.
- Oversee the annual PSPD process, and work with the Executive Director, the CBA Office and Accounts Manager and line managers to implement training and development opportunities for all staff.
- Work with external HR advisors (Ellis Witham) and the CBA Office and Accounts Manager to support the development and implementation of new policies and to implement HR procedures as required.



Person Specification

Experience	Essential	Desirable
A track record of organisational management within a charity or creative organisation.	✓	
Project Management experience, including planning, budgeting, line management, contingency planning, and experience of managing relationships/reporting to funders.	✓	
Experience of working with a CRM to prospect data, track customer interactions, and share this information with colleagues.	✓	
Knowledge		
An understanding of legal requirements, and charity governance.	✓	
An understanding of and commitment to good practice, particularly around inclusion and equal opportunities.	✓	
Understanding of the operational and strategic issues and challenges currently facing charities, heritage, arts, culture, or volunteer organisations, including Risk Management, health & safety, social justice, Safeguarding and environmental.		✓
Skills		
Strong digital skills, including an understanding of the potential of digital technology to reach new audiences, as well as experience with CRMs, accounting software, collaborative/remote working platforms such as Microsoft Teams and procurement of IT services.	✓	



Takes a collaborative and positive approach to leadership, with excellent interpersonal skills, including approachability and empathy.	✓	
Can communicate well in writing and in person.	✓	
A commitment to the Council for British Archaeology's Purpose, Mission, and Values.		✓

4. How to apply

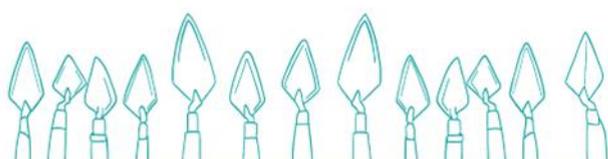
To apply, please complete and send the following information by email to jobs@archaeologyuk.org using 'JOB APPLICATION [Operations Manager]' as the subject line. We will acknowledge safe receipt of all applications received.

- A completed Application Form.
- A completed Equality and Diversity Monitoring Form.
- Your availability to attend an interview on November 21st 2023

Both the Application Form and Equality and Diversity Monitoring Form can be found on the CBA website, at [Operations Manager Vacancy](#).

You should refer to the person specification when completing the application form. This should also clearly describe how you meet each of the criteria that have been identified as being necessary for this post, as this will form the basis for short listing candidates.

We also request that you please complete our Equality and Diversity Monitoring Form. The CBA is working hard to understand our organisation better and to foster a culture that recognises and values different backgrounds, approaches, skills, experience, knowledge



and expertise. By having greater diversity, we believe that we will be a stronger and better organisation and ultimately will be able to inspire more people to enjoy archaeology. We therefore welcome applications from those who bring difference.

To ensure our equality policy is operating effectively, we would be grateful if you would complete the monitoring form but completing the form is voluntary. In compliance with the General Data Protection Regulation, we will treat all the personal information contained within this form as confidential. The information you provide is for monitoring purposes only and **will not be used in the selection process**. The data will be used in an anonymous format to provide statistical information only and no information will be shared to other parties.

Please also inform us of any access requirements you have to be able to participate in an interview if one is offered to you. Additionally, if you require a large text version of the application, please email jobs@archaeologyuk.org.

If you would like to arrange a confidential, informal conversation about this opportunity, or have specific questions, please contact Jo Kirton, Engagement and Delivery Manager at joannekirton@archaeologyuk.org

The closing date for the receipt of completed application forms is 12 noon on 06/11/2023. Interviews will be held on Zoom on November 21st 2023, with a view to the successful candidate taking up the role on January 3rd 2024, subject to any notice periods.

Thank you for your interest in working with the CBA. We look forward to receiving your application.

The CBA Team

