



CBA Communications Officer: Recruitment Pack

Council for
British Archaeology

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

The Council for British Archaeology (CBA) is looking for a Communications Officer to join our growing team.

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. Description of the Role and Person Specification

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

2. How to Apply

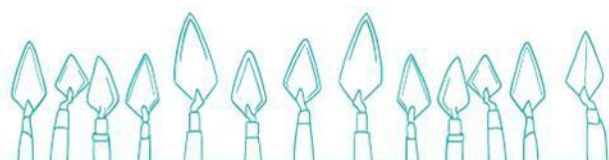
Details on how to apply plus the closing date and interview date.

3. Useful Information

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

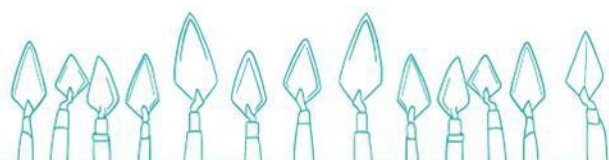
4. About the CBA

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



2. Job Description

Job Title	Communications Officer
Responsible To	Communications and Marketing Manager
Responsible For	N/A
Supporting	The Communications Officer is part of the Communications and Publications team.
Contract Type	Fixed term for six months, part time (0.6 FTE).
Salary	£27,500 FTE
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 after a 3-month probationary period.
Location	Hybrid and home working will be considered for this post depending on proximity to our York office, and in line with CBA Policies. Occasional (reimbursed) national travel will also be required. Please note, attendance at quarterly all staff days is mandatory and at the employee's expense.
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

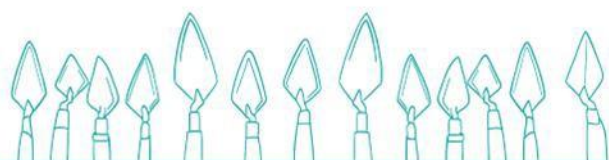
The Communications Officer will support the delivery of clear, engaging and accessible communications across the Council for British Archaeology's work.

Working closely with the Communications and Marketing Manager, this role will help the CBA share its work with members, supporters, volunteers, event organisers, young people, partners and the wider public.

You will help create content that shows why archaeology matters, how people can get involved, and how the CBA is working to create more opportunities for people to explore, understand and care about the archaeology and heritage around them.

This is a hands-on role, suited to someone who enjoys creating content, writing for different audiences, working across digital channels, and helping campaigns run smoothly. The post will support communications across key areas of CBA work, including the Festival of Archaeology, Young Archaeologists' Club, membership, events, fundraising, Buildings Archaeology Casework, advocacy, British Archaeology magazine and wider organisational campaigns.

The role will involve writing and scheduling social media posts, creating email and website content, supporting digital campaigns, designing branded assets in Canva, helping gather and shape stories from across the CBA's work programmes, and monitoring the impact of communications activity. You will also help make sure our communications feel part of one complete brand, accurate, accessible and follow the CBA's values.



Key Responsibilities and Accountabilities

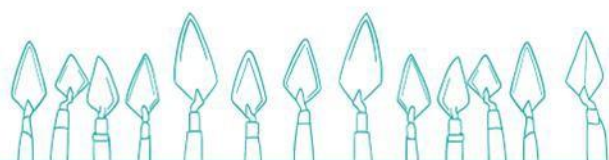
Comms and Design

Working with the Communications and Marketing manager, you will help to:

- Create clear, accurate and engaging content for the CBA's digital channels, including social media, email newsletters, websites and campaign pages for a range of audiences, such as members, volunteers, young people and the wider public.
- Support the Communications and Marketing Manager to deliver planned communications campaigns and help turn the new communications strategy into practical content, schedules and actions.
- Work with colleagues across the organisation to gather information on their work, understand key messages, and turn them into content that is accessible and useful.
- Maintain a consistent tone of voice across CBA communications, making sure content is warm, human, inclusive and easy to understand.
- Create simple, effective and on-brand visual assets using Canva, including social media graphics, event promotion assets, email images, videos, and basic reports or presentations.

Social Media

- Draft, design, schedule and, once approved, publish social media content across CBA channels.
- Help monitor comments, messages and engagement across social media, escalating anything sensitive or requiring a response.
- Support the ongoing improvement of digital content, including website pages, event listings, resources and email journeys.
- Help make sure digital content follows accessibility best practice, including plain English, image descriptions, captions, subtitles and clear formatting.



Events and Programmes

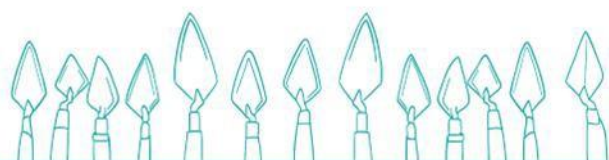
- Support communications for YAC on the main ArchaeologyUK platforms
- Help promote CBA events before, during and after they take place, including creating social media posts, email copy, website updates, Canva assets and follow-up content.
- Assist with communications around national Buildings Casework Archaeology campaigns, including public calls to action, partner promotion and supporter engagement.
- Help to support the promotion of CBA events with live comms.

Admin

- Help to gather statistics, feedback and examples for impact communications
- Attend team meetings and contribute ideas for improving the reach, clarity and impact of CBA communications.

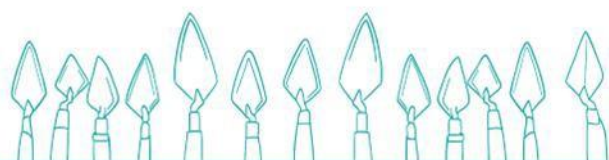
General Responsibilities

- Ensure that all relevant CBA Policies and risk assessments are followed in the undertaking of your duties.
- Act as a positive and effective ambassador for the CBA.
- Provide support to other CBA team members, where reasonably required.



Person Specification

Experience	Essential	Desirable
Experience of writing clear and engaging content for different audiences.	X	
Experience of creating branded assets in Canva, including templates, social media graphics, reports, presentations or campaign materials.	X	
Experience of managing several tasks or deadlines at the same time.	X	
Experience of creating or scheduling content for social media channels.	X	
Experience of supporting the delivery of a communications or marketing strategy		X
Experience of working in a charity, heritage, archaeology, arts, culture, education or membership organisation.		X
Knowledge		
Awareness of accessibility in communications, including plain English, alt text, captions, subtitles, colour contrast and inclusive language.	X	
Understanding of the importance of brand, tone of voice and consistency in communications.	X	
Good understanding of social media and how people use different platforms.	X	
Interest in archaeology, heritage, place, history, public engagement or community participation.		X



Skills		
Strong writing, editing and proofreading skills.	X	
A commitment to the Council for British Archaeology's Purpose, Mission, and Values.	X	
Confident using Canva to create clear, accessible and on-brand content.	X	
Basic video editing skills.		X
Experience of using CMS, CRM, email marketing or scheduling platforms		X

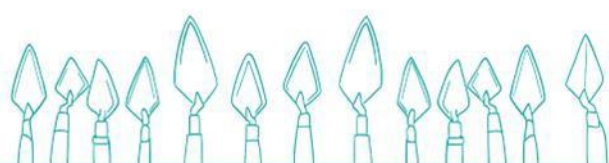
How to apply

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

- A completed Application Form.
- Examples of any communications campaigns you have worked on and/or design work.
- A completed Equality and Diversity Monitoring Form.

Both the Application Form and Equality and Diversity Monitoring Form can be found on the CBA website, at <https://www.archaeologyuk.org/news/job-vacancies/comms-officer.html>

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.

Completion of 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 require 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.

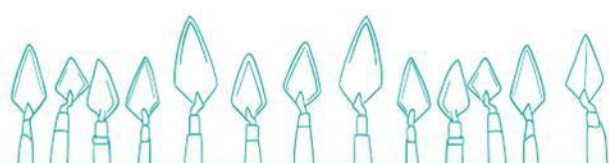
If you would like to arrange a confidential, informal conversation about this opportunity, or have specific questions, please contact jobs@archaeologyuk.org.

The closing date for the receipt of completed application forms is midnight 14th June 2026.

Interviews will be held the week commencing 29th June via Zoom or Microsoft Teams, with a view to the successful candidate taking up the role in July 2026, 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



3. Useful Information

Diversity Policy Statement

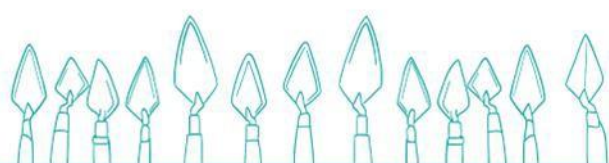
The Council for British Archaeology (CBA) is committed to the belief that archaeology should be accessible to everyone, and that anyone should be able to pursue this interest actively, free from any physical, psychological, economic, social, or cultural deterrents.

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.

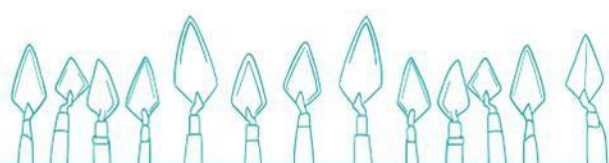
All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted, we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations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



4. 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.

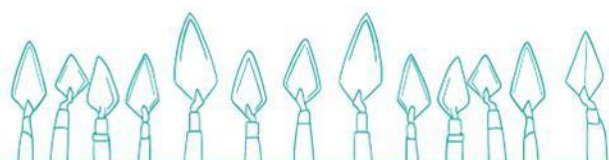
Our values

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

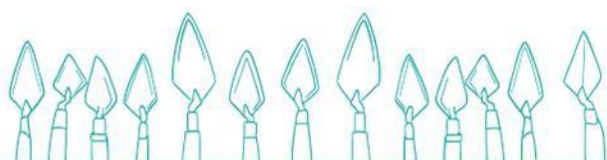
- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our 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 a Communications Officer to help shape and deliver our work and help us deliver on these core values.

If you are interested, come and work with us!

