



CBA Youth Engagement 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 an effective Youth Engagement Officer who will be responsible for the day-to-day administration of the Young Archaeologists' Club (YAC) and support the broader delivery of the CBA's youth engagement programme.

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

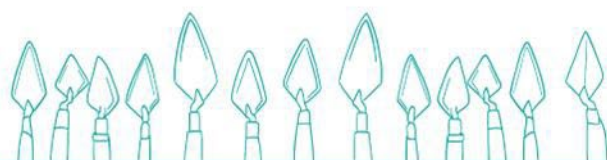
Details on how to apply plus the closing date and interview date.

3. Useful Information

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

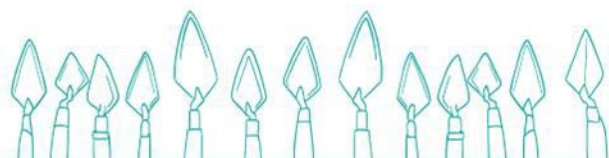
4. About the CBA

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



2. Job Description

Job Title	Youth Engagement Officer
Responsible To	Delivery and Engagement Manager (Youth)
Responsible For	N/A
Supporting	The Youth Engagement Officer is a member of the Youth Engagement Team
Contract Type	Full time. Hours: 35 hours per week, with flexible working options considered. Some weekend and evening working is required. Time off in lieu will be given. Fixed-term contract of two-years, with three-month probationary period. The post-holder must have the right to work in the UK.
Salary	£27,000 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.
Location	Remote working is offered for this post in line with CBA Policies. There is an expectation of two consecutive days in the York office once a month at the employee's expense. Occasional national travel will also be required (costs covered by the CBA)
Safeguarding	The post has a direct safeguarding role and therefore is subject to an Enhanced Disclosure and Barring Service (DBS) check.



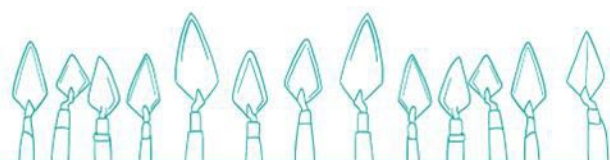
The Role

The Youth Engagement Officer is responsible for the day-to-day administration of the Young Archaeologists' Club (YAC). This largely focuses on the processing of volunteer and branch applications, organising mandatory training (e.g. first aid, safeguarding), undertaking DBS (or equivalent) checks and responding to queries from YAC volunteers and the wider public.

The Youth Engagement Officer will also undertake annual administrative exercises with the support of the Delivery and Engagement Manager, such as the YAC Annual Survey and Census. In addition, they will take responsibility for YAC-related projects as part of broader project delivery under the supervision of the Delivery and Engagement Manager. These include the YAC PASS Scheme which is updated annually, the Dig It! Competition and the delivery of the Wales Online YAC.

The Youth Engagement Officer will support the development and dissemination of new resources and activities, contribute to new content for the CBA and/or YAC website and social media platforms, and help maintain these platforms.

As a member of the Youth Engagement Team, the Youth Engagement Officer will provide admin and project assistance to the Delivery and Engagement Manager and manage/or support Youth Engagement placement students, volunteers and interns during their time with the CBA.



Key Responsibilities and Accountabilities

Young Archaeologists' Club (YAC) Administration

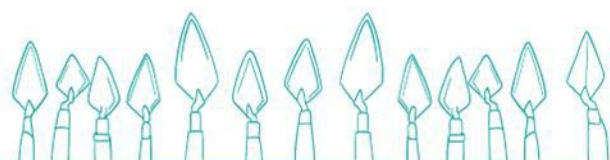
- Process new volunteer and branch applications
- Check references and apply for DBS (or equivalent) checks for volunteers
- Pre-approval branch visits (where required)
- Organise first aid/safeguarding/epi-pen training for volunteers and maintain records to ensure these are renewed when necessary.
- Disseminate and process the data generated for the YAC Annual Survey and Census
- Responding to general enquiries to the YAC from the public via email and phone.
- Responding to questions and liaising with the YAC Branches via email and phone.
- Ensuring that the admin processes are updated and the accompanying 'how to' instructions are updated regularly.

Youth Engagement Development and Delivery

- Assist in writing bi-monthly YAC volunteer/member newsletters and contributing to the Archaeology 8-25 column on an *ad hoc* basis.
- Assist in maintaining and creating content for the YAC website (e.g. resources, activities, blog posts).
- Take responsibility for YAC-related projects (e.g. YAC PASS and Dig It!), as part of broader project delivery under the supervision of the Delivery and Engagement Manager.
- Provide admin and project assistance to the Delivery and Engagement Manager-
- Manage and deliver/support delivery of the Welsh Online YAC
- Manager and/or support Youth Engagement Placement Students, volunteers and interns during their time with the CBA.
- Any other reasonable duties as requested by the Delivery and Engagement Manager or CBA senior staff.

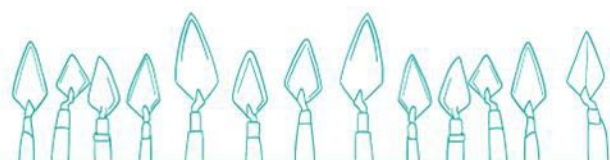
General Responsibilities

- 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.

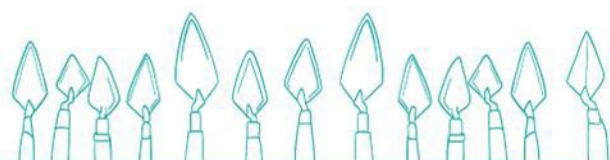


Person Specification

Experience	Essential	Desirable
Experience of managing personal data and general record keeping	✓	
Experience of working flexibly as part of a busy team	✓	
Experience with social media platforms		✓
Small-scale project management		✓
Experience of creating resources for different audiences	✓	
Knowledge		
Excellent knowledge of Microsoft Office.	✓	
Awareness of what a CRM is and how it can be used to store data and generate reports	✓	
Awareness of the archaeology and heritage sector with a specific focus on engaging younger audiences.		✓
Awareness of health and safety and safeguarding best practice.	✓	
Skills		
Excellent oral and written communication skills.	✓	



Able to work with discretion and respect confidential and sensitive information at all times.	✓	
Excellent organisational and time management skills and able to manage several tasks at the same time with different priorities.	✓	
High standards of customer service.	✓	
A commitment to the Council for British Archaeology's Purpose, Mission, and Values.	✓	



How to apply

To apply, please complete and send the following information by email to jobs@archaeologyuk.org using 'JOB APPLICATION [Youth Engagement Officer]' 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 Wednesday 19th March 2025.

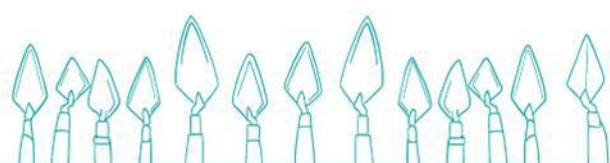
Both the Application Form and Equality and Diversity Monitoring Form can be found on the CBA website, at:

<https://www.archaeologyuk.org/news/job-vacancies/youthengagementofficer.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.

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.

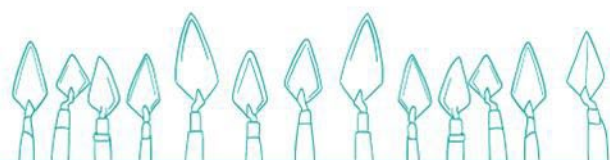
If you would like to arrange a confidential, informal conversation about this opportunity, or have specific questions, please contact Jo Kirton, Engagement and Delivery Manager at joannekirton@archaeologyuk.org

The closing date for the receipt of completed application forms is 9am on Wednesday 5th of March.

Interviews will be held on Zoom on Wednesday 19th March 2025, with a view to the successful candidate taking up the role in April 2025, 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

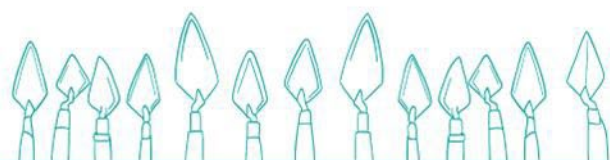
The Council for British Archaeology (CBA) is committed to the belief that archaeology should be accessible to everyone, and that anyone should be able to pursue this interest actively, free from any physical, psychological, economic, social, or cultural deterrents.

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.

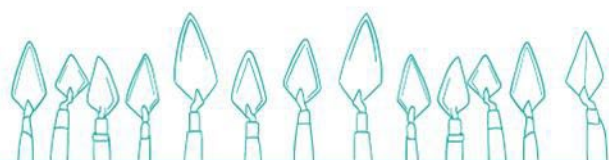
All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted, we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations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

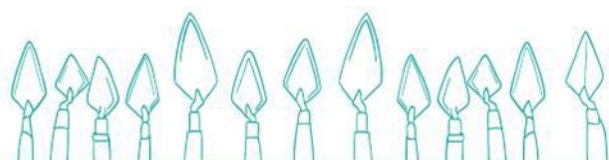
Our values

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

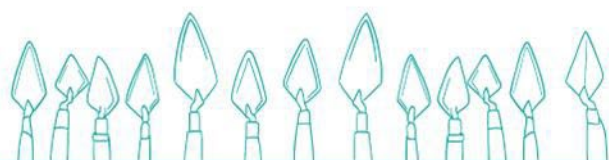
- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our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

