

CBA Membership Events Assistant: Recruitment Pack

Council for British Archaeology

Made possible with Heritage Fund

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

The Council for British Archaeology is looking for a dynamic Membership Events Assistant to undertake research and support the delivery of a range of activities enabling the CBA and wider grassroots archaeology to become better connected and more resilient.

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 role forms a key part of the CBA's Archaeology Connected project which is funded by the National Lottery Heritage Fund. The project will run over 20 months and will help address barriers to participation in archaeology. It supports our continued approach to unlocking archaeological content for wider audiences and builds upon the outcomes and learning from our previous Reconnecting Archaeology project. Over the last 4 years, we have developed a robust evidence base to support these assumptions. Our data is now directly shaping our response and Archaeology Connected, continuing our transformation to underpin our role as the bedrock of grassroots archaeology and to increase opportunities for the public to access and shape archaeology. The project has three interconnected stands:

Participatory Content: transforming how archaeology is shared and accessed.
Participatory Networks: strengthening grassroots archaeology across the UK.
Participatory Membership: modernising the CBA's membership model to create clearer routes from initial interest to long-term belonging.

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. Archaeology Connected

Archaeology Connected is a 20-month UK-wide project that will help the CBA continue its transformation journey, which will help us develop and embed participatory approaches across our content, membership and grassroots networks. It will strengthen public engagement with archaeology while improving organisational resilience at a critical moment for the sector.

The project will begin by establishing governance and delivery capacity. We will convene a Project Advisory Group, drawn from Trustees, staff, and stakeholders, to provide oversight. Fixed-term roles will lead delivery across content, membership and networks. An independent Evaluation Consultant will embed a logic framework and ensure learning informs delivery. Activities are phased to ensure sequencing and manageable delivery. There are three key strands:

Participatory Content: We will transform how archaeology is shared and accessed. We will undertake a comprehensive audit of the CBA's archive, including magazines, blogs, podcasts, videos and legacy project outputs, to identify material suitable for reuse. This will inform a structured content calendar and a programme of "reactivating hidden content," repurposing archive material into accessible formats such as short films, digital features and social media posts. A major activity will be the redesign of *British Archaeology* magazine, the first in nearly 20 years. Working with an external designer and the Supporters' Group, we will modernise its visual identity and editorial approach to foreground excavation news, objects, places and people. Alongside this, we will develop a Digital Strategy to lay the foundations for a more interactive and accessible future offer.

Participatory Networks: We will strengthen grassroots archaeology across the UK. A national Grassroots Archaeology Audit will map activity, capacity and training needs, building on previous research. Findings will inform targeted support and the creation of a

geospatial map of grassroots provision. We will also deliver regional in-person networking and training events (c.50 participants each), fostering collaboration and shared learning. Travel bursaries will support young person participation.

Participatory Membership: We will modernise the CBA's membership model to create clearer routes from initial interest to long-term belonging. We will establish the Archaeology UK Supporters' Group to co-create activities, branding and events. Staff will undertake co-creation training to embed inclusive participation. A Membership Review, supported by an external consultant, will produce a financially modelled Membership Strategy and Delivery Plan aligned to the new 10-Year Strategy. We will pilot two bespoke member events to test enhanced experiences and strengthen retention.

3. Job Description

Job Title	Membership Events Assistant
Responsible To	Development Manager
Supporting	The Membership Events Assistant is a member of the Events Team, they will also be part of the Membership Team and will work support the work of the Content and Communications Officer.
Contract Type	Fixed term for 12 months. Full time (35 hours per week). Flexible hours; with three-month probationary period. The post-holder must have the right to work in the UK.
Salary	£24,500
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 Membership Events Assistant will have an important role to play in the delivery of the CBA's Heritage Fund funded project Archaeology Connected.

As Membership Events Assistant, you will support the development and delivery of a range of events and activities. Using our CRM, you will set up and manage event promotion and bookings on the CBA website and will help coordinate the planning and logistics for events. Working with the Membership and Network Manager and Membership and Network Officer, you will help engage CBA members, supporters, and our wider network across the UK. Excellent collaborative working and communication skills are essential, as you will work with a range of delivery partners and organisations.

This role includes a strong communications focus, and you will create promotional assets and social media content in Canva to support events and activities. Working with the Content and Communications Officer, you will also help develop member and supporter-led content that showcases grassroots archaeology, alongside participatory content that highlights the CBA's work. All of the content you will create will align with our brand and messaging.

To help measure the success of Archaeology Connected, you will support the delivery and reporting of event evaluation and monitor the impact of communications activity through social media analytics.

The Membership Events Assistant will be line managed by the Development Manager, who leads the Events Team. You will also be a member of the Membership Team.

Key Responsibilities and Accountabilities

Events

- Support the development and delivery of a range of membership online and in-

person events including networking events and bespoke activities for CBA members.

- Using our website and CRM, set up and manage event listings and bookings.
- Liaise with external contractors, exhibitors and contributors as required to ensure the smooth planning and delivery of events.
- Support the Membership and Network Officer to develop and deliver a bursary scheme.
- Support the implementation of evaluation of Archaeology Connected events and activities and prepare material for associated reporting.

Communications

- Create social media and blog content and help to prepare press releases to promote Archaeology Connected events and activity.
- Working with the Content and Communications Officer, assist with the development and delivery of social media and digital content highlighting other relevant events, activities and topics of interest to CBA audiences.
- Ensure all of the content you produce is aligned with the organisations brand and messaging.
- Support the Content and Communications Officer with social media analytics and associated reporting.

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 developing and delivering public facing events for a range of different audiences.	X	
Experience of writing clear and engaging content for different audiences.	X	
Experience creating or scheduling content for social media channels.	X	
Experience of creating branded assets in Canva, including templates, social media graphics, reports, presentations or campaign materials.		X
Knowledge		
An understanding of how to tailor events to the needs of different audiences.	X	
Awareness of accessibility in relation to in-person events and digital activity and communications.	X	
Knowledge and experience of membership and/or voluntary organisations.		X
Interest in archaeology, heritage, place, history, public engagement or community participation.		X
Skills		
Excellent oral and written communication skills and ability to communicate with a wide range of groups and individuals at all levels.	X	
Good organisational skills, able to work proactively and prioritise workloads effectively, meet deadlines and remain focused on outcomes.	X	

Experience of using CMS, CRM, email marketing or scheduling platforms.		X
A commitment to the Council for British Archaeology's Purpose, Mission, and Values.	X	

4. How to apply

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

- A completed Application Form.
- A completed Equality and Diversity Monitoring Form.

Both the Application Form and Equality and Diversity Monitoring Form can be found on the CBA website.

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 midday on 5th January. Interviews will be held the week commencing 11th January via Zoom or Microsoft Teams.

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

The CBA Team

5. 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.

6. 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 organization, 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 Membership Events Assistant to help shape and deliver our work and help us deliver on these core values. If you are interested, come and work with us!