



CBA Youth Governance 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 Governance Officer who will be responsible for the day-to-day activities associated with running the CBA's Youth Advisory Board and facilitate the enhancement of the Young Associate Network offer.

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

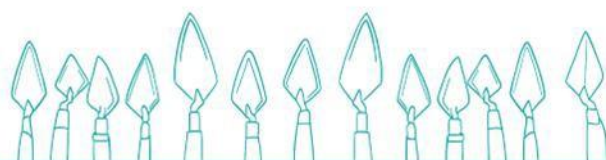
Details on how to apply plus the closing date and interview date.

3. Useful Information

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

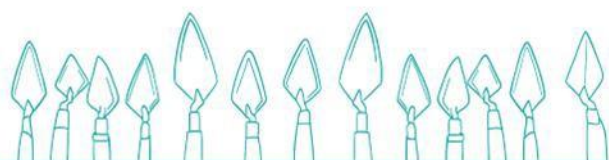
4. About the CBA

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



2. Job Description

Job Title	Youth Governance Officer
Responsible To	Delivery and Engagement Manager
Responsible For	N/A
Supporting	The Youth Governance Officer is a member of the Youth Engagement Team
Contract Type	Fixed-term 3 years, 0.6 FTE (3 days per week) – some evening and weekend work may be required.
Salary	£27,000 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 have a direct safeguarding role and therefore is subject to a Standard Disclosure and Barring Service (DBS) check.



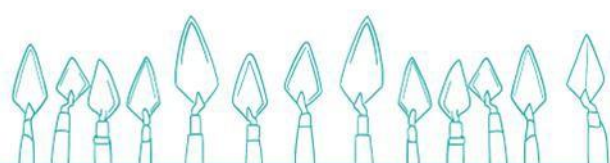
The Role

The Council for British Archaeology (CBA) have five core strands of activity, one of which is to engage young people aged 25 and under. One of our ongoing primary strategic aims over the next three years is to continue to develop a 16+ offer that uses the Young Archaeologists' Club as its foundation.

The CBA received funding from Historic England to consult and develop a Youth Advisory Board to enable us to embed youth voice within the organisation. Further funding is in place to work with the Youth Advisory Board to develop a YAC Young Leaders' Pathway at 16+ and expand our offer for the Young Associate Network. The aim is to provide young people with opportunities to shape the CBA and to participate in archaeology and heritage that is relevant and meaningful to them. By embedding young people within the organisation, it will also enable the CBA to widen its appeal by becoming more representative of UK society through the people and groups that it champions and the resulting projects and processes that we develop. In addition, the learning we generate through this project will also enable us to support the CBA's network of groups, affiliate societies and the wider heritage community to enact similar practices, benefiting the young communities they serve and contributing to the sustainability and relevance of the organisations themselves.

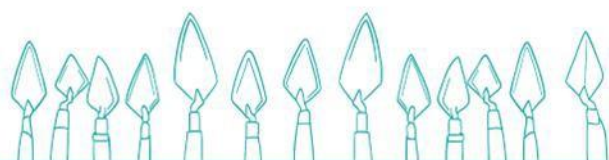
The Youth Governance Officer will undertake the day-to-day activities associated with running the Youth Advisory Board and facilitate the enhancement of the Young Associate Network offer. They will also support the development of the Young Leaders' Pathway alongside the Delivery and Engagement Manager. Their secondary role will be to develop bespoke training that introduces CBA stakeholders to youth voice/governance approaches and supports them to put this into practice within their own groups/organisations. We also anticipate that the Youth Governance Officer will support the broader youth engagement team to seek further funding to develop and enhance the post 16 offer at the CBA.

This role has been funded for three years by The Headley Trust.



Key Responsibilities and Accountabilities

- Lead on the day-to-day activities associated with developing and running the Youth Advisory Board, such as the monthly online meetings. This will include recruiting and training the board participants
- Support the development of the young leaders' pathway with the Delivery and Engagement Manager. This will include a youth consultation element and co-creation workshops with young people.
- Facilitate the Youth Advisory Board Mentoring Programme with the support of the Delivery and Engagement Manager.
- Prepare the Young Associate Network e-Newsletter monthly.
- Work with the Delivery and Engagement Manager to develop the Young Associate Offer.
- Represent and advocate for the CBA's youth voice/governance approach to external groups/organisations.
- Support the Delivery and Engagement Manager to monitor and report to funding bodies/sponsors and the CBA's Board of Trustees.
- Support the Delivery and Engagement Manager to monitor and evaluate the impact of youth engagement at the CBA.
- Support the development of income generation opportunities to grants and trusts, commercial sponsors and individual donations.

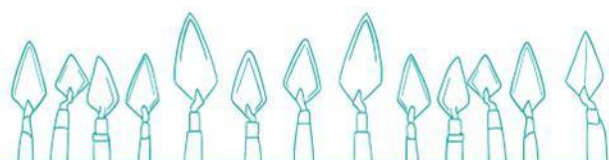


General Responsibilities

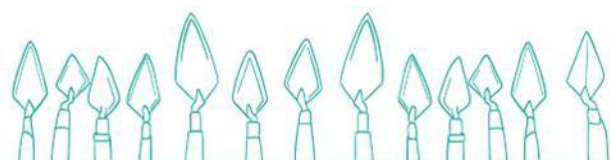
- Ensure that all relevant CBA Policies and risk assessments are followed in the undertaking of your duties.
- Act as a positive and effective ambassador for the CBA.
- Provide support to other CBA team members, where reasonably required.
- Work towards carbon reduction in all CBA-based activities, following the CBA's carbon reduction plan.

Person Specification

Experience	Essential	Desirable
Demonstrable track-record of working with young people using a youth voice and/or youth governance approach	Yes	
Demonstrable track-record of developing and/or delivering youth engagement projects	Yes	
Demonstrable track-record of undertaking youth consultation	Yes	
Experience of networking and building partnerships with youth groups, community organisations and consulting and involving users.	Yes	
Preparing and managing budgets and writing successful grant bids and other fundraising activities.		Yes



Experience of working within the charity sector and/or small organisations		Yes
Experience of evaluating impact		Yes
Knowledge	Essential	Desirable
Understanding of what youth voice and youth governance is and how this can be developed within an organisation like the CBA	Yes	
Awareness of key challenges within the heritage sector, particularly for young people.		Yes
An understanding of the principles and implementation of safeguarding and child protection, EDI and risk mitigation	Yes	
Skills		
Proven ability to facilitate meetings/workshops/activity days with young people, online and in person	Yes	
Proven ability to create and deliver training sessions for young people and adults, online and in person.	Yes	
Excellent IT skills with experience of social networking software and website content management.		Yes
Experience of leading, motivating and managing young people	Yes	
Excellent oral and written communication skills and ability to communicate with a wide range of groups and individuals at all levels.	Yes	



Good organisational and project management skills, able to work proactively and prioritise workloads effectively, meet deadlines and remain focused on outcomes.	Yes	
The ability to work independently, flexibly and professionally	Yes	

How to apply

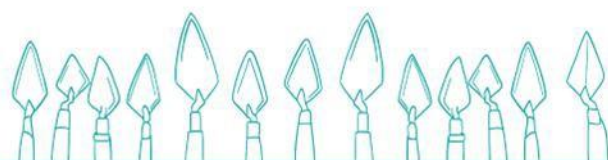
To apply, please complete and send the following information by email to jobs@archaeologyuk.org using 'JOB APPLICATION [Youth Governance Officer]' as the subject line. We will acknowledge safe receipt of all applications received.

- A completed Application Form.
- A completed Equality and Diversity Monitoring Form.
- Your availability to attend an interview on 3rd of July, 2025

Both the Application Form and Equality and Diversity Monitoring Form can be found on the CBA website, at <https://www.archaeologyuk.org/about-us/job-vacancies.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.

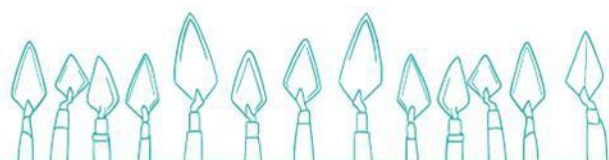
If you would like to arrange a confidential, informal conversation about this opportunity, or have specific questions, please contact Jo Kirton, Engagement and Delivery Manager at joannekirton@archaeologyuk.org

The closing date for the receipt of completed application forms is 9am on Monday 23rd June 2025.

Interviews will be held on Zoom on Thursday 4th July 2025, with a view to the successful candidate taking up the role in August 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

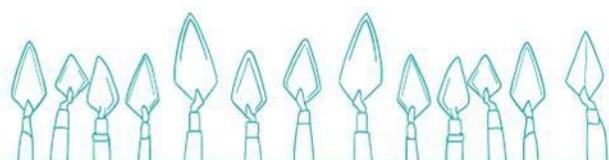
The Council for British Archaeology (CBA) is committed to the belief that archaeology should be accessible to everyone, and that anyone should be able to pursue this interest actively, free from any physical, psychological, economic, social, or cultural deterrents.

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.

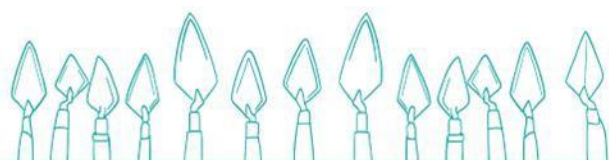
All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted, we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations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

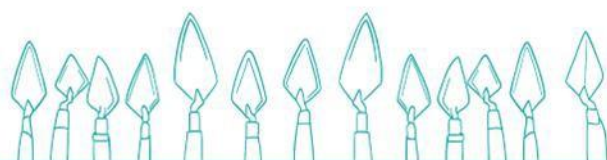
Our values

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

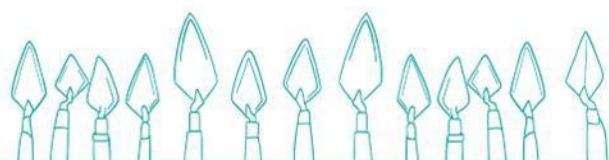
- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our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

