



# CBA Head of Operations Recruitment Pack

# 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 financial processes 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.

## 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 outcomes.

- 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.

The Board and staff are propelling the CBA forwards into its next phase of development, and we are seeking a Head of Operations to help shape and deliver our work.

**If you are interested come and work with us!**

# Description of the role

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

<b>Job Title</b>	<b>Head of Operations</b>
<b>Responsible To</b>	Executive Director
<b>Responsible For</b>	Office and Accounts Manager, Freelance accountant and other administrative and freelance/contract staff and external suppliers as required
<b>Supporting</b>	The Head of Operations is a member of the Executive Team, together with Delivery and Engagement Manager and the Development Manager
<b>Contract</b>	Part-time 0.6FTE. Flexible hours; permanent contract, with 3-month probationary period. The post-holder must have the right to work in the UK.
<b>Salary</b>	£40,000 FTE (pro-rata)
<b>Holidays</b>	26 days paid holiday (pro-rata), 8 per year days public holidays per year(pro-rata), in addition the CBA office is closed for two weeks over the Christmas period.
<b>Pension</b>	The CBA offers an additional 10% of gross salary as the employer's contribution to our pension scheme.

<b>Location</b>	The postholder will be based at CBA offices at York, with occasional business travel within the UK as required. Part homeworking may be agreed with the Executive Director in line with any COVID restrictions; equipment will be provided.
<b>Safeguarding</b>	The post will not have direct safeguarding role and therefore is not subject to a Standard Disclosure and Barring Service (DBS) check

Our new digital infrastructure and website will place the CBA as the key ‘hub’ through which people and the public can interact with archaeology. This role will help us build on our Festival of Archaeology and Young Archaeologist’s Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into active campaigning to help support the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

Helping us drive forward and deliver this approach will be a key aspect of the role working with the Executive Director and staff in a collaborative and supportive manner.

You will implement and oversee effective and appropriate operational and HR procedures, ensuring excellent internal communications and providing insight through data analysis and reporting. You will oversee day-to-day management of the CBA office and ensure smooth running of membership processes.

## Key responsibilities and accountabilities

### **Business Development and Income generation**

- Work with the Executive Director to implement the CBA Business Plan, including recommendations for growing earned income.
- Work closely with the Development Manager to grow and develop membership and the member offer.

- Identify and develop other opportunities for earned income, including events and publications and work with colleagues to implement these.
- Maintain oversight of the production of British Archaeology magazine and other publications, managing budgets and liaising with suppliers.

#### **Financial Oversight and Management:**

- Implement effective and fit-for-purpose financial processes and management systems, working closely with the freelance accountant, Executive Director and Office Manager.
- Lead on budgeting, reporting, monitoring and analysis, working closely with the freelance accountant, Executive Director, Executive Team and Office Manager.
- Provide regular financial information to the Executive Director and Board and committees as required, working with the freelance accountant to prepare monthly management accounts and other reports.
- Oversee payroll, invoicing, payments and other financial processes, working closely with the Office Manager.
- Oversee all grant applications, with particular responsibility for ensuring costings are workable and realistic. Maintain good relationships with funders and oversee all reporting requirements.

#### **Operational Management:**

- Ensure effective internal communication across the organisation, including systems for file-sharing and remote working.
- Ensure the smooth running of the CBA office, managing the lease and overseeing provision of IT, the website, CRM and other services.
- 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.

- Work with the Executive Director and Executive Team to ensure that the Risk Register is regularly reviewed, acted upon, and regularly reported to the Board.

### **People & Development:**

- Work with the Executive Director to ensure team members 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.
- Oversee the annual appraisal process, and work with the Executive Director and line managers to implement training and development opportunities for all staff.
- Work with external HR advisors to support the development and implementation of new policies and to implement HR procedures as required.

### **Organisational Leadership**

- As a member of the Executive Team, play a leadership role to ensure the CBA operates effectively, including organisational planning, identifying and monitoring targets and strategic milestones.
- Deputise for the Executive Director regarding operational, financial and other matters and represent the organisation externally as required.
- Organise weekly team meetings, and in collaboration with the Executive Director regular Executive Team meetings.
- Service and attend Board and Committee meetings; produce and distribute Board minutes and other papers as required.



**Organisational development (common to all CBA posts):**

- Participate in the organisation's Staff Development and Appraisal activities.
- Undertake your work with regard to the organisation's Health and Safety policies.
- Carry out your duties with an understanding of and commitment to the organisation's Equal Opportunities policy and Equity and Inclusion strategies and CBA Behaviors.
- Undertake other duties as reasonably requested to achieve the purpose and aims of both this post and the organisation generally.

## Person Specification: knowledge, skills and experience required

**Essential:**

- Strong track record of financial management within a charity/creative organisation, and an understanding of the associated financial and legal requirements, including grant management and charity financial governance.
- Strong track record of a similar finance and operations role within a charity/creative organisation, and working with a Board of Directors/Trustees. Track record of growing earned income through membership, publications or other relevant programmes.
- Understanding of the operational and strategic issues and challenges currently facing charities, heritage and arts organisations, including Risk Management, health & safety, social justice, Safeguarding and environmental.
- Analytical and able to identify and address difficult/critical issues and take responsibility for actions and decisions.

- Experience of leading and developing teams and an understanding of and commitment to good practice, particularly around inclusion and equal opportunities.
- Project Management experience, including planning, budgeting, line management, contingency planning, and experience of managing relationships/reporting to funders.
- Takes a collaborative and positive approach to leadership, with excellent interpersonal skills, including approachability and empathy.
- Can communicate well in writing and in person.
- 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.
- A commitment to the Council for British Archaeology's Purpose, Mission and Values.
- The ability to travel away from the office/home, occasionally overnight and to accommodate some evening and weekend working.

## How to apply

To apply, please send the following information by email to [jobs@archaeologyuk.org](mailto:jobs@archaeologyuk.org) using 'Job application CBA Head of Operations' as the subject line. We will acknowledge safe receipt of all applications received.

- A Covering Letter of no more than three pages of typed A4 (12-point font

size) which details:

1. Your interest in the role and reasons for applying
  2. How your knowledge, skills, experience, and personal attributes meet the Person Specification for the post
  3. Two current referees, with contact details
- A current CV (no more than four pages)
  - The completed Equality and Diversity Monitoring Form. This will not be seen by the shortlisting panel.
  - Your availability to attend an interview on 2<sup>nd</sup> or 3<sup>rd</sup> November 2021
  - Please also tell us about any access requirements you have to be able to participate in an interview if one is offered to you

**The application deadline is 5pm, Monday 25<sup>th</sup> October.** Please note that applications received after this deadline will not be considered.

If you would like to arrange a confidential, informal conversation about this opportunity, please contact Neil Redfern, Executive Director on 07437 180732 or [neilredfern@archaeologyuk.org](mailto:neilredfern@archaeologyuk.org)

Interviews for shortlisted candidates will be 2<sup>nd</sup> or 3<sup>rd</sup> November, with a view to the successful candidate taking up the role as soon as possible, subject to any notice periods.

Subject to Covid issues we are planning to hold interviews in person. This will include a short presentation and the opportunity to meet other members of the Executive Team. If you have any concerns about an in person interview, please let us know.

'Inclusive and participatory' is one of the Council for British Archaeology's five core values and sets out our important aspiration that everyone can participate in 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 are 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.