



CBA Communications Assistant Recruitment Pack

Council for
British Archaeology

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

The Council for British Archaeology (CBA) is looking for a Communications Assistant to support our work in promoting the Festival of Archaeology 2025, the UK's largest celebration of archaeology. This role is ideal for a student or early career professional looking for hands-on experience in digital communications, content creation, and social media marketing within the heritage sector.

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. Useful Information

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

2. About the CBA

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

3. Description of the Role and Person Specification

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

4. How to Apply

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



1. 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.



2. 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 Communications 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!



3. Job Description

Job Title	Communications Assistant
Responsible To	Communications and Marketing Manager
Responsible For	N/A
Supporting	
Contract Type	Part-time (0.6 FTE), Fixed term contract of 6 months: May – End of September. Flexible working in-line with CBA policies.
Salary	£20,778 pro rata
Holidays	26 days paid holiday (pro-rata), 8 days public holidays per year (pro-rata).
Pension	The CBA offers an additional 10% of gross salary as the employer's contribution to our pension scheme.
Location	Remote (UK-based), with occasional travel to office days and events.
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 Council for British Archaeology (CBA) is looking for a Communications Assistant to support our work in promoting the Festival of Archaeology 2025, the UK's largest celebration of archaeology. This role is ideal for a student or early career professional looking for hands-on experience in digital communications, content creation, and social media marketing within the heritage sector.

Working with our Communications and Marketing manager, you will help develop engaging social media content aimed at younger audiences and early career archaeologists, with a particular focus on short-form video content for platforms such as TikTok, Instagram Reels, and YouTube Shorts. You will gain training and guidance on digital marketing strategies, social media best practices, and audience engagement techniques.

This is an exciting opportunity to gain practical experience in a flexible role that can fit around your studies or other commitments.

What You'll Gain

- **Practical experience** in digital communications, social media strategy, and content creation.
- **Training and mentoring** in social media marketing, audience engagement, and content planning.
- **Insight into the heritage sector** and how large-scale public engagement projects are run.
- **Flexible working** that fits around your studies or other commitments.

Who We're Looking For

- Someone with a strong interest in **archaeology, heritage, history, or digital storytelling**.
- Confident using **social media platforms**, particularly TikTok, Instagram, and YouTube.



- Creative and able to produce engaging **short-form video content**.
- A strong communicator with **good writing skills** and an understanding of digital audiences.
- Able to work independently while also contributing ideas as part of a team.



Key Responsibilities and Accountabilities

- **Content Creation** – Develop engaging and creative short-form videos to promote the Festival of Archaeology and archaeology more broadly.
- **Social Media Support** – Assist in managing and growing the CBA’s social media presence.
- **Live and Behind-the-Scenes Content** – Support live social media coverage of festival events, including Q&As, takeovers, and event highlights.
- **Copywriting & Campaigns** – Help write engaging social media posts, newsletters, and short blogs to promote the festival.

The role will be expected to travel to events across the UK during the Festival of Archaeology, with costs and expenses covered. This includes travel to Northern Ireland for the 2025 Opening Event, other Festival events, and to full staff office days in York in June.



Person Specification

Experience	Essential	Desirable
Experience using or creating content for social media platforms, particularly TikTok, Instagram, and YouTube.	Yes	
Experience of developing video content.	Yes	
Knowledge		
Strong interest in archaeology, heritage, history, or digital storytelling.	Yes	
Awareness of how to make content accessible and engaging for different audiences.		Yes
Skills		
Excellent written and verbal communication skills.	Yes	
Ability to work independently, take initiative, and contribute ideas in a team setting.	Yes	
Creative thinking with the ability to adapt content to different platforms and audiences.	Yes	
Short form video editing skills.		Yes
A commitment to the Council for British Archaeology's Purpose, Mission, and Values.	Yes	



4. How to apply

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

- A completed Application Form.
- A completed Equality and Diversity Monitoring Form.
- Examples of any short-form content you have created (this could be TikToks, Reels, YouTube Shorts, or other digital projects).

Both the Application Form and Equality and Diversity Monitoring Form can be found on the CBA website, at **Communications Assistant**.

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 jessicalatham@archaeologyuk.org.

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

We encourage applications from individuals of all backgrounds and experiences. If you are enthusiastic about digital storytelling and want to gain experience in heritage communications, we would love to hear from you.

The closing date for the receipt of completed application forms is Friday 11th April at 12 noon.

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

The CBA Team

