



# CBA Events Officer Recruitment Pack

Council for  
British Archaeology

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

The Council for British Archaeology is looking for a Events Officer to develop and deliver CBA led activities during the Festival of Archaeology, and development and delivery of the annual Archaeological Achievement Awards ceremony.

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](http://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 Events 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!**



## 3. Job Description

<b>Job Title</b>	Events Officer
<b>Responsible To</b>	Senior Engagement Manager (Events)
<b>Responsible For</b>	N/A
<b>Supporting</b>	
<b>Contract Type</b>	Part time – 24.5 hours per week, times and days to be agreed with line manager. Flexible working arrangements are available. Additional hours will be required during the Festival of Archaeology fortnight in July.  Fixed term contract until 31 March 2028.
<b>Salary</b>	£27,000 pro-rata
<b>Holidays</b>	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.
<b>Pension</b>	The CBA offers an additional 10% of gross salary as the employer's contribution to our pension scheme.
<b>Location</b>	Hybrid working is offered for this post in line with CBA Policies. Occasional national travel will also be required.
<b>Safeguarding</b>	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

**As Events Officer, you will be responsible for developing and delivering the CBA led activities during the Festival of Archaeology including the launch and closing events as well as key online deliverables including #AskAnArchaeologist Day and A Day In Archaeology. With ambitions to enable wider audiences to participate in Festival events, increase digital and physical accessibility and showcase all that archaeology has to offer you will need to be experienced in event delivery with a creative approach to developing large scale events.**

Collaborative working is a key skill for this role as you will be liaising with a wide range of partners, sponsors, funders, contractors, and collaborators to ensure events are engaging, high quality and meet our shared objectives. Working with the Communications and Marketing Manager and the wider Events Team you will help develop and implement the Festival communications strategy and ensure CBA-led events are appropriately promoted.

Your role will also include supporting the development and delivery of the annual Archaeological Achievement Awards ceremony, helping create an event celebrating archaeological achievements across the UK and Ireland.

As a member of the Events Team, you will work closely with the Senior Engagement Manager (Events) who project manages CBA events and the Festival Coordinator who coordinates support for external event organisers. Throughout the year you will support other CBA events and delivery opportunities, maximising the potential to develop new collaborative opportunities and promote CBA events.

The Council for British Archaeology delivers a range of events and activities throughout the year enabling us to engage with a wide range of audiences online and in-person across the UK. Headline events include the Archaeological Achievement Awards, our online lecture series This Is Archaeology and our annual flagship event, the Festival of Archaeology.



# Key Responsibilities and Accountabilities

## Festival of Archaeology in-person events

- Development and delivery of CBA-led in-person launch and closing events for the Festival.
- Liaison with core delivery partners to ensure the smooth planning and development of the Festival launch and closing events.
- Identifying and reaching out to target audiences for the launch and closing events.
- Liaison with external contractors, exhibitors, and performers for CBA-led Festival events.
- Support the Senior Engagement Manager (Youth) to organise and deliver the Festival in-person youth event, if required.
- Prepare material for reports and updates for funders and sponsors.
- Work with the Senior Engagement Manager (Events) and Festival evaluators to develop and implement methodology to improve data capture.
- Work with the Festival Coordinator to implement evaluation.

## Festival of Archaeology digital delivery

- Develop and deliver the CBA-led digital events for the Festival including but not limited to:
  - Schedule and coordinate the delivery of #AskAnArchaeologist Day.
  - Develop and deliver A Day In Archaeology.
- Coordinate the 2 online lectures in liaison with the Audience and Network Manager.
- Assist with the delivery of CBA-led digital events throughout the Festival fortnight.
- Development and delivery of additional events as required.



## Event promotion

- Work with the Communications and Marketing Manager and Senior Engagement Manager (Events) to develop a strategy for promotion of CBA-led events.
- Liaison with Communications and Marketing Manager to ensure events are effectively promoted.

## Other CBA-led events

- Assist in the development and support the delivery of other CBA-led events throughout the year including but not limited to Out and About Archaeology and the Archaeological Achievement Awards.

## 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.
- Perform such other reasonable duties as may be requested by the Executive Management Team. As a small team, all members of staff have to be willing to help out with other projects from time to time and support each other.



# Person Specification

Experience	Essential	Desirable
Experience of developing and delivering large scale public facing programmes.	Yes	
Experience of developing collaborative working relationships with other organisations.	Yes	
Experience of working in small organisations, without the support of a large team.	Yes	
Experience of the archaeology, heritage or cultural sector.		Yes
<b>Knowledge</b>		
An understanding of how to tailor events to the needs of different audiences.	Yes	
An understanding of the principles and implementation of safeguarding and child protection, equity, diversity and inclusion, and risk mitigation	Yes	
Knowledge and experience of coordinating projects within the heritage or charity sector.		Yes
<b>Skills</b>		





Team working skills and willingness to share and support others in a multi-disciplinary working environment.	Yes	
The ability to work independently, flexibly and professionally.	Yes	
Excellent IT skills including use of Microsoft Office to a high standard.	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 skills, able to work proactively and prioritise workloads effectively, meet deadlines and remain focused on outcomes.	Yes	
Experience of content creation for a range of audiences on a variety of online platforms, including social media and websites.		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 [jobs@archaeologyuk.org](mailto:jobs@archaeologyuk.org) using 'JOB APPLICATION [EVENTS 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 30<sup>th</sup> April**.

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

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](mailto:jobs@archaeologyuk.org).

If you would like to arrange a confidential, informal conversation about this opportunity, or have specific questions, please contact Dr Claire Corkill at [clairecorkill@archaeologyuk.org](mailto:clairecorkill@archaeologyuk.org)

**The closing date for the receipt of completed application forms is Monday 14 April at 12 noon. Interviews will be held on Zoom on Wednesday 30<sup>th</sup> April.**

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

**The CBA Team**

