



Aberdeenshire
COUNCIL



Society of Antiquaries
of Scotland



ScARF Museums Project Officer Job Description

The Society of Antiquaries of Scotland is looking to employ an enthusiastic ScARF (Scottish Archaeological Research Framework) Museums Project Officer part-time to the end of March 2018 with the possibility of extension.

We need someone who will drive an ambitious project to deliver outcomes for both the *Historic Environment Strategy for Scotland* through *Scotland's Archaeology Strategy* and the *National Strategy for Scotland's Museums and Galleries*. We need someone who is passionate about inspiring experts and the public alike and is up for the challenge of working on a country-wide project in collaboration with Local Authority museums services in Aberdeenshire and Orkney. You will need to enjoy working flexibly and creatively to seize opportunities that arise and be able to turn ideas into effective, engaging and compelling ScARF outcomes.

ScARF Museums Project

The current project will focus on supporting Curators within partner museums to develop and inform their knowledge of the national and regional research relevant to their collections. This will highlight research gaps and begin the process of encouraging new research in these areas, engaging education with museums. Using Farming and Fishing as the main theme, the project will engage new audiences with Scottish archaeology and build on the already strong support for ScARF within the historic environment sector. It will also contribute to the development of regional frameworks more targeted at local chronological or thematic issues that will enable museums to use and amplify ScARF and introduce a more nuanced use of the framework ensuring it is up-to-date and fit-for-purpose.

Through the process of continuing to develop links between museums and ScARF the project will build resilience and capacity within the sector, developing knowledge, increasing collaboration, raising the profile of Scottish archaeological research and Local Authority museums collections, and developing and sharing skills with the target audiences. ScARF is already used in a variety of ways and provides best practice for future research initiatives to utilise, and is lauded across national strategic thinking; this project aims to build on this success.

You will contribute to the updating and revitalization of the ScARF and deliver on specific objectives in collaboration with local museums. You will be liaising with a range of different organizations, responding to enquiries and following up on opportunities. You will be able to organize events and workshops, and work in both Aberdeenshire and Orkney for periods, otherwise working in Edinburgh especially at the start and end of the project.

Scottish Archaeological Research Framework (ScARF)

The Scottish Archaeological Research Framework (ScARF) is an invaluable tool to engage with Scotland's archaeological research, acting as a central hub that signposts people towards potential research ideas and resources. This project will create a new part-time post to deepen the museum sector involvement in ScARF and address

shared objectives and specific regional priorities within Aberdeenshire and Orkney museums services.

Post Aims

To deliver the ScARF Museums Project including the process of co-creation and updating of the ScARF and local or regional research frameworks, and the engagement of education with ScARF through museum collections, in partnership with a ScARF Project Manager, guided by a Management Group and informed by panels of experts as required.

Post Management

The post-holder will report to the ScARF Project Manager as line manager within a staff team lead by the Director of the Society of Antiquaries of Scotland and governed by the Society Trustees (also known as Council members).

The post-holder will, through the ScARF Project Manager, report on progress to, and receive guidance from, the project Management Group and the Society Major Projects Committee.

Duties

The post-holder will:

- Compile an authoritative audit of existing information on the present state of archaeological research in the partner museums.
- Develop a detailed project plan with partners to enable the delivery of this ambitious project within agreed timescales and allocated budget.
- Administer and manage a number of panels of experts as required to collate evidence and produce statements of research priorities in their specific areas.
- Work within the budget and timelines for the project, producing required outputs on time and within budget.
- Communicate with all interested experts and lay-people across Scotland to obtain the fullest evidence possible for the Framework.
- Organise and host seminars/workshops/conferences and meetings as required to develop, promote and communicate the aims and results of the project.
- Contribute to regular reports for project Management Group, Major Projects Committee and funding bodies, and a full annual end of year report.
- Conduct his/herself at all times so as to maintain the high esteem in which the Society and Local Authorities are held, and follow the relevant codes of practice and health and safety procedures.
- Undertake such other duties as may reasonably be required from time to time by the ScARF Project Manager and/or Director.

Conditions

Salary:

The starting salary will be £23,510 *pro rata*. The salary is based on an incremental system, subject to satisfactory performance, with an additional award considered annually to reflect cost of living increases. Any incremental increase and/or cost of living increase is determined by the Society Trustees.

Hours:

The post will be part-time, 3 days a week (22.2hr), days to be agreed. It will be necessary from time to time for the post to work at weekends and in the evenings, to be accommodated within a flexible working scheme.

Probation:

The post will be subject to a six month probation period.

Pension:

The Society will make a contribution equal to 10% of the annual salary towards a Pension Fund.

Location:

Based initially in Edinburgh at the Society offices in the National Museums Scotland, Chambers Street, but expected to work within the Local Authority Museum Services in first Orkney and then Aberdeenshire for periods to be defined. The post will require travel throughout Scotland and, to a lesser extent, beyond.

Annual Leave:

There is an Annual Leave allowance of 38 days (*pro rata*) which includes the statutory 28 days (*pro rata*) and public and privilege holidays.

Requirements of the Post

Essential

Proven research skills and ability to coordinate research
Understanding of the museums/heritage sector in Scotland
Excellent written and oral communication and presentation skills
Strong interpersonal skills
Ability to work independently
Experience of working with volunteers
Ability to travel independently to attend a range of local and national venues
Proven ability to deliver project targets

Desirable

Research skills honed in the museums sector
Proven project management
Museums collections knowledge
Working knowledge of museum cataloguing systems
Knowledge of Local Authority working and structures
Political awareness and high level of diplomatic skills
Computer literacy
Member of the CIfA (any grade)
Associate of Museums Association (AMA)
Full current UK driving licence
Knowledge of Scottish past from the Mesolithic to recent times

Applications

A formal email/letter of application of no more than two sides of A4 indicating where your expertise meets each of our requirements criteria, and other evidence of your suitability for the post, should be accompanied by a full *Curriculum Vita*. The

application should also provide the names and contact details of two referees whom the Society may invite to comment on your suitability for the post in advance of appointment. Please contact the Director, Dr Simon Gilmour, if you wish more information: director@socantscot.org or 0131 247 4115.

This application should be marked confidential and sent to:

ScARF Museums Project Post
Society of Antiquaries of Scotland
National Museums Scotland
Chambers Street
Edinburgh
EH1 1JF

Deadline **midnight Sunday 27 March 2016**
Interviews on Monday 4 April 2016