

Project Manager (Scottish Archaeological Research Framework)

POSITION DESCRIPTION

*Position Title*: ScARF Project Manager

*Reporting to*: Director (Dr Simon Gilmour)

*Starting salary*: £28,356 to £30,090 per annum *pro rata* depending on experience (roughly equating to £17,013 to £18,054), plus a 10% pension contribution, flexible working, childcare voucher scheme available.

*Hours*: Part time, 22 hours per week. This is a temporary position dependant on external project funding and is initially offered for one year with the possibility of extension.

*Holidays*: 38 days per year *pro rata* (roughly equating to 23 days)

# Aim of the Role

* To manage and keep updated the existing Scottish Archaeological Research Framework (ScARF) project period panel reports
* To create, manage and publish new regional research frameworks
* To manage the ScARF Museums Project
* To help develop and deliver the Society’s role within Scotland’s Archaeology Strategy

# Responsible to

* The post-holder will report to the Director as line manager
* The post-holder will report on progress to, and receive guidance from, the project Advisory Group.
* The post-holder will liaise with the Finance Manager with regard to budgetary and financial matters.

# Responsible for

* The post-holder will line manage the ScARF Museums Project Officer

# Responsibilities

Manage every aspect of the Scottish Archaeological Research Framework project, from sourcing contributors and content to final publication and marketing, ensuring consistency and high academic standards throughout.

**General ScARF Duties**

* Communicate with all interested parties currently undertaking archaeological research into Scotland’s past to obtain the fullest evidence possible for the framework
* Keep as updated as possible on the present state of research related to the existing ScARF resources, both regional and period based
* Manage the budget and timelines for the project, ensuring production of required outputs on time and within budget
* Compile regular report for advisory group, Society and funders, with a formal written report at the end of each year
* Organise and host seminars/workshops/conferences and meetings as required to promote and communicate the aims and results of the project
* External liaison with other organisations undertaking research frameworks, such as Historic England
* Develop the ScARF website
* Creating and maintaining user documentation for the ScARF website
* Create and manage the ScARF contributions to the Society website using blog posts and news
* Create and manage the monthly e-newsletter for the project
* Create the quarterly updates on the project for the newsletter of the CIfA Scottish Group
* Promote the ScARF project at archaeological events
* Maintain the ScARF Twitter feed

**ScARF Period Panels**

* Administer and manage a number of panels of experts to collate evidence and produce statements of research priorities in their specific period based areas
* Copyediting of the final submitted versions of period panel report updates
* Proofreading of the final submitted versions of period panel report updates
* Update social media and other outlets to promote awareness of updates to panel reports
* Layout of the final submitted versions of panel report updates to create both the PDF version and the online version
* Maintain the period panels currently on the ScARF website and liaison with the web development team at HES

**ScARF Regional Research Frameworks**

* Respond to queries from those wishing to undertake regional work and provide guidance and support in best practice for organising research to be included in the frameworks, usually at a very early stage in the process (before proposals are submitted)
* Assist in developing funding applications to undertake regional research frameworks and submit those bids to funders
* Provide guidance on the structure and content of the frameworks as they develop
* Attend steering or advisory group meetings for each regional framework as required
* Manage editing and production of final panel reports, in conjunction with external editors or project leads as required
* Discuss revisions with authors where necessary
* Update social media and other outlets to promote awareness of new research frameworks
* Reporting on the progress of the regional reports as a whole, updating as regions are completed and started
* Reporting to the funders on the progress of current regional research frameworks

**ScARF Museums Project**

* Line management of the ScARF Museums Project Officer
* Managing the budget for the ScARF Museums Project
* Setting task lists and work packages for the Museums Project
* Attending meetings as required to develop the project and liaise with partners
* Aid in the creation of the first versions of the Museum project research frameworks where appropriate
* Copyediting of the final versions of the Museum project research frameworks
* Proofreading of the final versions of the Museum project research frameworks
* Compiling quarterly reports for the funder (Museums Galleries Scotland) on the progress of the project.

**Society Duties**

* Conduct at all times to maintain the high esteem in which the Society is held, and follow the Society code of practice and health and safety procedures
* Undertake such other duties as may reasonably be required from time to time by the Director