Project Officer (Scottish Archaeological Research Framework)  
POSITION DESCRIPTION

*Position Title:* ScARF Project Officer  
*Reporting to:* ScARF Project Manager (Helen Spencer)  
*Starting salary:* £23,409 to £26,946 per annum *pro rata* depending on experience (roughly equating to £9,490 to £10,924), plus a 10% pension contribution, flexible working, childcare voucher scheme available. Salary increases are considered annually by Trustees and applied from 1 June each year.  
*Hours:* Part time, 15 hours per week (approx. 2 days). This is a temporary position dependant on external project funding and is initially offered until the 31st March 2022 with the possibility of extension.  
*Holidays:* 38 days per year *pro rata* (roughly equating to 15 days)

**Aim of the Role**
- To assist with the updating of the existing Scottish Archaeological Research Framework (ScARF)
- To assist with the creation and publishing of new regional research frameworks
- To help develop and deliver the Society’s role within Scotland’s Archaeology Strategy

**Responsible to**
- The post-holder will report to the ScARF Project Manager as line manager

**Responsible for**
- none

**Responsibilities**  
Assist with all aspects of the Scottish Archaeological Research Framework project including the development of regional research frameworks, updating the national framework, marketing, promotion and maintaining high academic standards throughout.

**General ScARF Duties**
- Work with all interested parties currently undertaking archaeological research into Scotland’s past to obtain the fullest evidence possible for the framework
- Assist in updating the ScARF website with the present state of research related to the existing ScARF resources, both regional, subject and period based
- Assist with the creation and maintenance of user documentation for the ScARF website
- Contribute to the content of the ScARF and Society websites including creating blog posts and adding news items
- Contribute to the monthly ScARF e-newsletter for the project and other newsletters as required (e.g. the newsletter of the CIfA Scottish Group)
- Contribute to regular reports for the ScARF Advisory Group, Society and funders
- Organise, host and attend seminars/workshops/conferences and meetings as required to promote and communicate the aims and results of the project
- Promote the ScARF project at archaeological events
- Work within the budget and timelines for the project, ensuring production of required outputs on time and within budget

**ScARF Regional Research Frameworks and Period Panels**
- Assist with the regional research framework projects, with particular responsibility for ensuring collaboration and integration with museums in the regions
• Assist with the maintenance and updating of the existing regional framework documents currently on the ScARF website
• Copyediting of the final submitted versions of updates and case studies
• Proofreading of the final submitted versions of updates and case studies
• Update social media and provide content for other outlets (e.g. Blog posts) to promote awareness of ScARF and new regional research frameworks

**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