

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