

## Important Information about the Job



<b>Job Title</b>	Finds Liaison Officer for Devon and Somerset
<b>Salary</b>	£23,464 per annum
<b>Location</b>	The primary work base for this position will be the Royal Albert Memorial Museum (RAMM) in Exeter. Two days per week will be spent working from the Somerset Heritage Centre in Taunton or elsewhere across the two counties.
<b>Hours of Work</b>	The working week is 37 hours Monday to Friday. The post will include occasional weekend and evening work. The hours of work will be in agreement with the line manager.
<b>Contract</b>	The initial contract term is for fifteen months, to 31 March 2020. Continuation from April 2020 will be subject to the agreement of funding partners.
<b>Probationary Period</b>	The appointment will be subject to a probationary period of 6 months.
<b>Leave</b>	<p>The annual leave for this post (based on full time hours) is 27 days, in addition to the standard 8 public and bank holidays.</p> <p>Annual Leave stated will be pro-rata for part-time and fixed term contract posts.</p> <p>The leave year runs from 1 November to 31 October.</p>
<b>Notice Period</b>	Following successful completion of the probationary period, this post will be subject to a notice period of two calendar months.
<b>Disclosure and Barring Check</b>	A disclosure and barring check is not required for this position.

## Job Description

<b>Job Title</b>	Finds Liaison Officer for Somerset and Devon
<b>Reports To</b>	Senior Finds Liaison Officer for Somerset and Devon
<b>Team</b>	Museums
<b>Job Purpose</b>	To assist in the operation, management and development of the Portable Antiquities Scheme (PAS) for the voluntary recording of archaeological finds in Somerset, Devon and Dorset with specific responsibility for finds identification, recording and liaison with the public.
<b>Working Relationships</b>	<i>Internal:</i> All Staff and volunteers. <i>External:</i> Members of the general public, Other PAS staff nationally, other artefact specialists, museums and heritage organisations across Somerset and Devon.
<b>Additional Information</b>	Must be able to lift and handle awkward items such as boxes, projectors, lap-top computers, and to transport these around the county, often to remote locations not accessible by public transport.  Will be required to work some evenings and weekends.

## Key Responsibilities and Tasks

- Explain the aims of the PAS to archaeologists (amateur and professional), museum staff, metal detector users and the wider public.
- Make contact and maintain regular liaison with metal-detector users and other finders through attendance at club meetings, metal detecting rallies and finds days at museums and other venues.
- Foster a spirit of co-operation between metal-detector users, landowners and archaeologists and promote best-practice on the part of finders and landowners with regard to the archaeology and recording of finds.
- Explain to finders the requirements of the Treasure Act 1996, the Metal Detecting Code of Practice and the statutory provision relating to the use of metal-detectors on Scheduled sites. Act as expert adviser on finds of treasure in liaison with local museums and coroners, keeping finders informed of progress with their treasure cases.
- Receive archaeological finds for identification using appropriate receipt forms and procedures.
- Curate and safely transfer finds where necessary. These can be high value or delicate finds.
- Identify archaeological finds using the post-holder's training and expertise and through consultation with specialists within and outside the Scheme.

- Record finds using the Portable Antiquities online database adhering to national standards.
- Photograph, scan and commission drawings of objects; edit these using Adobe Photoshop to provide suitable images for upload to the database and use in display and publication.
- Assist in the transfer of data to Historic Environment Records (HERs) from the central database.
- Support and encourage externally organised fieldwork and collections-based research by individuals, academic institutions and local and national bodies.
- Advise finders about the long term care of individual finds and larger collections.
- Present the data gathered by the Scheme through displays, talks, newsletters, publications and annual reporting.
- Recruit and manage a team of volunteers to help in completing these duties.
- Provide appropriate cover for colleagues where required, particularly across Somerset, although in the wider region as required.
- Work closely with the Somerset Finds Liaison Officer to ensure the smooth operation of the scheme across the two counties and complete agreed portions of work for Somerset.
- Work closely with staff at the Royal Albert Memorial Museum, Exeter, including undertaking the identification of archaeological objects taken in to the museum by members of the public, and with staff of the South West Heritage Trust.
- Work with other museums across Devon to encourage reporting and recording of portable antiquities.
- Take the lead in developing and maintaining the Portable Antiquities Scheme in Devon through the activities listed above.
- Meet agreed targets in quantities of finds recorded, standards of recording and outreach activities and report quarterly on the work completed.
- Represent and promote the South West Heritage Trust and Portable Antiquities Scheme in a professional manner.
- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
- To uphold the working values and expectations of the South West Heritage Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.

## Person Specification

To succeed in this role you will need to demonstrate:

- Finds identification: broad knowledge of the full range of archaeological artefacts (including flint, pottery, coins and other metal artefacts) and research skills.
- IT skills: use of computer databases, word processing and image capture and manipulation.
- Communication and publicity: liaising with individuals and groups, giving talks and presentations to a wide range of audiences.
- Equality and diversity: an understanding of the principles of equal opportunities and a commitment to anti-discriminatory practice.

	<i>Essentials</i>	<i>Desirables</i>
<b>Qualifications</b>	Undergraduate degree in archaeology or equivalent relevant experience.	Post-graduate qualification in archaeology or a similar subject.
<b>Experience</b>	<p>Experience in a relevant specialism.</p> <p>Experience of handling and identifying a broad range of archaeological finds.</p> <p>Experience in the use of IT, including use of the internet and word processing programs.</p>	<p>Experience of entering information into a computer database.</p> <p>Experience of artefact photography and use of image manipulation software (e.g. Adobe Photoshop).</p> <p>Experience of the types of artefacts most commonly reported through the Portable Antiquities Scheme.</p> <p>Experience of recruiting, retaining and managing volunteers.</p>
<b>Attributes</b>	<p>Strong interpersonal, communication and presentation skills.</p> <p>Ability to work independently when required.</p> <p>Ability to work closely with others in a team and in a job share arrangement.</p> <p>Good organisational and planning abilities, at an individual level and in running projects involving others</p> <p>Methodical approach to working.</p>	