

Archaeological Assistant (ref VT/ARC 2019)

The Vindolanda Trust has an exciting fixed term archaeological job opportunity for 2019. The Trust is a Silver Award Investor in People organisation and invites interest from suitably qualified applicants.

- **Position: Archaeological Assistant (ref VT/ARC) Full time**
- **Contract: Fixed term contract.**
- **Start Date: 25th March**
- **End date: 27th September**
- **Remuneration: £18,000 pro rata paid monthly by BACS**
- **Paid Holiday Entitlement: 16 Days, 10 Days to be taken (12th -23rd August)**
- **Benefits: Vindolanda Trust Auto Enrolment pension Scheme. Branded waterproof clothing, Free parking, Free one year Friends of Vindolanda subscription. 10% discount in Vindolanda shops & Staff prices available in Cafe.**

How to apply:

Application forms are on line under “work with us” at www.vindolanda.com

To apply please send a covering letter and C.V, completed application form and at least two references, by email to info@vindolanda.com quoting “Vindolanda Archaeological Assistant” in the subject heading.

Closing date for applications: 15th of February

Interviews will take place at Vindolanda on the week starting the 24th of February 2019.

Note: All applicants must be able to take up this position on the 25th of March 2019.

C.E.O Dr Andrew Birley FSA, FSA Scot

(Registered Charity No. 1159798) (Registered Company No. 09182268)



The Post & Job Specifications

(Note: in addition to these functions all employees are required to carry out such other duties, including occasional work outside normal hours, as may be reasonably be required).

General information:

The successful candidate will undertake a comprehensive induction programme prior to starting work under the direction of Dr Andrew Birley, the Director of Excavations, and Marta Alberti, the Site Archaeologist, for the duration of the contract.

We are seeking a personable and reliable archaeological assistant with a 'can do attitude' to undertake various aspects of excavation and post-excavation work, including volunteer supervision, post-excavation duties and surveying. He or she will work as part of the existing archaeological team on site and will help the volunteer excavators and post-excavators achieve the aims set out for them.

He or she will assist the above in delivering the excavation aspects of the research programme at Vindolanda which involves a considerable volunteer input and retains high professional standards through strong leadership, tactful management and sound archaeological practice. Delegated duties to aid the archaeological team as required and include the supervision of a group of volunteer excavators and work with staff involved with on-site post-excavation work.

This field work role will be based at the excavation site of Vindolanda. The successful applicant will have the stamina and physical fitness to endure outdoors conditions in all weathers and a full clean UK driving licence is also essential. First Aid certificate would be advantageous.

Supplementary information

Main activities:

- To undertake delegated and supervised excavation, survey and other fieldwork to a standard compatible with the aims and objectives of the Vindolanda Trust.
- To assist in maintaining the outstanding record of excavation, surveys and fieldwork as required.
- To assist the archaeological team in the delivery of the excavation and post-excavation program, with focus on aiding in the supervision of excavation and post-excavation volunteers.
- To ensure the maintenance of proper standards of work in accordance with current health and safety requirements and archaeological practice.

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- To undertake, from time to time, other similar duties and responsibilities that may be required by the Director of Excavations and the Site Archaeologist.

Person Specification

Essential:

- A degree in Archaeology or related subject.
- Experience in archaeological fieldwork
- A passion for and understanding of Roman Britain and frontiers archaeology
- A clean driving license
- To be an excellent team player with the ability to motivate, organise and inspire a team of volunteers
- Surveying skills
- Post-excavation experience
- Be eligible to work in the UK
- Be able to communicate efficiently and courteously

Desirable:

- First aid certificate
- A recent CRB check

Thank you for your interest and we hope to hear from you,

Dr Andrew Birley

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