

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Heritage Conservation</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Historic Environment Record Manager</b>

**Purpose of the Job:**

To carry out community archaeology activities related to a major new project – the ‘Whose Hoo’ National Lottery Heritage Fund partnership project.

The ‘Whose Hoo’ project is funded by the National Lottery Heritage Fund and is a landscape-scale project with the overall objective of raising awareness of, and participation in, the remarkable landscape and heritage of the Hoo Peninsula in Medway and north Kent. It includes a range of partners including Kent County Council, Medway Council, the RSPB and others. The Community Archaeologist will be responsible for delivering the Community Archaeology project but also for collaborating with other partners as required and resources permit. The Community Archaeology project comprises four sub-projects: The Second World War Stop Line on the Hoo Peninsula, The Defences of the Hoo Peninsula, the Industries of the Hoo Peninsula and the Archaeology of the Hoo Peninsula. The work involves recruiting volunteers, training them in desk- and fieldwork methods, leading them in a range of activities including desk and archive study, photography, geophysical survey, archaeological test-pitting and excavation (although the project will aim to only carry out limited excavation), liaising with local stakeholder groups, the general public, landowners and the partners, carrying out outreach events and developing interpretation and promotional materials. This project is expected to be approximately 50% fieldwork and 50% desk work.

The job will also support the work of the Heritage Conservation group generally as required.

Please note that this position is subject to DBS checking and disclosure and an enhanced DBS check with a children’s barred list check will be required. Please also note that this post requires occasional evening and weekend work.

**Main duties and responsibilities:**

1. Working in partnership with the ‘Whose Hoo’ team to support the delivery of the wider Whose Hoo project..
2. Responsibility for overseeing the heritage projects including The Second World War Stop Line on the Hoo Peninsula, The Defences of the Hoo Peninsula, The Industries of the Hoo Peninsula and The Archaeology of the Hoo Peninsula projects.
3. Recruit, support and train new volunteers to undertake desk and field-based research, working alongside contractors and partners as necessary, and motivate the volunteers to continue their work in the long-term to secure the project’s legacy.

4. Arrange, prepare and conduct archaeological fieldwork, including geophysical survey, test-pitting and excavation to a high standard. Write reports on these works to a professional standard.
5. Report on progress, in a format deemed appropriate, to the project team for their wider project reporting.
6. Prepare artefacts and documentation for long-term storage
7. Devise interpretation and promotion for the above heritage projects including social media, working with the Whose Hoo team as necessary and engaging with relevant stakeholders
8. Negotiate access to sites with landowners and provide them with verbal and written advice.
9. Engage with, and involve in, the programme local community groups and individuals, archaeological and historical societies, schools and other relevant stakeholders.
10. Liaise with the National Lottery Heritage Fund as needed and in particular to ensure that all actions comply with their requirements
11. Liaise with colleagues from the Kent Historic Environment Record to ensure that all findings from the project are entered into the HER.
12. Undertake such other duties as may be required by the Heritage Conservation Manager relating to the archaeological heritage of Kent.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Community Archaeologist*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	A degree in archaeology or a related discipline, or equivalent relevant expertise.
<b>EXPERIENCE</b>	<p>Experience of delivering community archaeology projects</p> <p>Experience in field archaeology to at least senior supervisor or project manager level and proven experience in organizing and supervising fieldwork projects</p> <p>Relevant experience of recruiting, managing and developing volunteers from a diverse range of backgrounds to positively contribute to community projects</p>
<b>SKILLS AND ABILITIES</b>	<p>Good programme management skills – able to make a number of small project elements contribute to the overall goals effectively.</p> <p>Good analytical and reporting skills</p> <p>Training and coaching skills</p> <p>Excellent team-working skills and an ability to work with other professions and members of the public. An ability to motivate others.</p> <p>An ordered and logical approach to work</p> <p>An ability to write clearly and concisely and excellent communication skills including an ability to present the heritage of Kent through talks and guided walks. Ability to converse at ease with the public, answer questions and provide advice, including the use of any specialist terminology relevant to the role/profession (where appropriate) and (where necessary) for an extended period of time.</p> <p>An ability to travel to remote locations or to locations in evenings or weekends in a timely manner.</p> <p>Excellent time management skills and ability to meet tight deadlines</p>

	Good negotiation skills to win the trust and support of landowners.
<b>KNOWLEDGE</b>	<p>Good knowledge of UK archaeology and heritage including community archaeology</p> <p>Awareness of Data Protection and confidentiality issues Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all  <b>Working Together</b> - building and delivering for the best interests of Kent  <b>Empowering</b> - Our people take accountability for their decisions and actions  <b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>