



## Important Information about the Job

<b>Job Title</b>	Finds Liaison Assistant
<b>Salary</b>	£ 24,521 per annum (Pro Rata)
<b>Location</b>	The primary work base for this position will be at the Devon Heritage Centre, Exeter, EX2 7NL
<b>Hours of Work</b>	The working week is 29.6 hours Monday to Friday. The post will include occasional weekend and evening work. The hours of work will be agreed with the line manager.
<b>Contract</b>	The contract will be offered on a fixed term basis until 31 <sup>st</sup> March 2027 however there may be an opportunity to extend this further.
<b>Probationary Period</b>	The appointment will be subject to a probationary period of 6 months
<b>Leave</b>	The annual leave for this post (based on full time hours) is 23 days, in addition to the standard 8 public and bank holidays. The leave year runs from 1 November to 31 October.
<b>Notice Period</b>	Following successful completion of the probationary period this post will be subject to a 1 month notice period
<b>Disclosure and Barring Service Check</b>	The Disclosure and Barring Service Check may be required.

## Job Description

<b>Job Title</b>	Finds Liaison Assistant
<b>Reports To</b>	Senior Finds Liaison Officer
<b>Team</b>	Museums
<b>Job Purpose</b>	<p>To assist in the day-to-day work of the Portable Antiquities Scheme (PAS) for the voluntary recording of archaeological finds found by members of the public in Somerset, Devon, Cornwall and Dorset in order to advance archaeological knowledge and to increase opportunities for active public involvement in archaeology.</p> <p>Duties include working with individuals and organisations to promote the Scheme and to encourage best practice, Treasure administration, finds identification and recording, maintaining computer records of finds, including visual evidence, and updating the national PAS database.</p>
<b>Working Relationships</b>	<p><b>Internal:</b> All Staff and volunteers. The post is part of a small team of Finds Liaison Officers (FLOs), providing the British Museums Portable Antiquities Scheme across Somerset, Devon, Cornwall and Dorset.</p> <p><b>External:</b> Members of the general public, other PAS staff nationally, other artefact specialists, museums and heritage organisations across the region.</p>
<b>Additional Information</b>	<p>The ability to drive is essential, with access to a vehicle for work purposes.</p> <p>Able to transport equipment (e.g. boxes, projectors, laptops) to a range of sites. This will involve manual handling of equipment. Will be required to work some evenings and weekends.</p>

## Key Responsibilities and Tasks

- To assist the Finds Liaison Officers in co-ordinating and facilitating the operation of the Treasure Act (1996)
- To assist in the identification of finds made by detectorists and others
- To record finds onto the online Portable Antiquities Scheme database
- To take photographs and edit images of finds for the database records
- To help publicise and promote the work and aims of the Portable Antiquities Scheme to the general public and relevant stakeholders
- To assist the Finds Liaison Officers in managing and developing volunteer contributions to finds recording in

- To assist the Finds Liaison Officers with outreach and liaison at metal detecting clubs, finds days etc. around the region.
- 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 and to represent and promote the SWHT and PAS scheme in a professional manner.
- Day-to-day administrative tasks, such as filing, answering phone calls and public enquiries.
- 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:		
	<i>Essentials</i>	<i>Desirables</i>
<b>Qualifications</b>	Qualified with an undergraduate degree in archaeology or a related discipline, or equivalent relevant expertise.	
<b>Experience</b>	Experience of handling and identifying a broad range of archaeological finds.	<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 the Portable Antiquities Scheme database</p>
<b>Skills/Knowledge</b>	<p>Knowledge of the Portable Antiquities Scheme</p> <p>Knowledge of the Treasure Act 1996</p> <p>IT skills: use of computer databases, word processing and image capture and manipulation.</p>	<p>An interest in the history and archaeology of the South West.</p> <p>Understanding of the methods and theory of archaeological study.</p> <p>Interest in and prior knowledge of a particular artefact class or period.</p>
<b>Attributes</b>	<p>Strong interpersonal, communication and presentation skills.</p> <p>Good organisational and planning abilities, at an individual level and in running projects involving others.</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>Methodical approach to working.</p>	<p>Experience of outreach to a variety of audiences.</p>