

Job Title: Archaeological Supervisors
Location: Leeds and Milton Keynes Offices/ Sites
Pay: £27,197 - £28,978 (DOE) p/a
Contract: Permanent – 37.5 hours per week
Enquiries Email: careers@cfa-arch.co.uk

CFA are looking to appoint diligent and enthusiastic **Archaeological Supervisors** to join our busy Leeds and Milton Keynes offices, beginning as soon as the successful candidates are available. This is a great opportunity to join a long-established and growing company that prides itself on delivering high quality services to clients, whilst providing continuous staff development, appraisals and training opportunities. Teamwork is important to CFA, so we encourage openness and regular dialogue to solve professional challenges effectively.

Join Our Team

CFA Archaeology grew out of an established unit within Edinburgh University's Department of Archaeology, becoming a separate company in 2000. Over the intervening years, CFA has grown to become one of the leading archaeological practices in the UK, operating out of four thriving offices running up the spine of the country. Although CFA has developed and grown, we have not lost sight of where we came from. We still seek out interesting and exciting archaeology and there is still that small-team ethic of co-operation and a sociable working atmosphere. Many of our staff have grown with us and we have learned to invest in our staff so that they have the training and confidence they need to progress and be rewarded with the opportunities they deserve. You will join a friendly but professionally focused and forward-looking team, who strive to work together, supporting and encouraging each other to rise to all challenges.

Our archaeologists work all over the country, from the highlands and islands of Scotland, through Cumbria, Northumberland, and Yorkshire, and down through the Midlands to the South coast and East Anglia. Our projects range from castles, world heritage sites, battlefields, prehistoric, Romano-British, and Anglo-Saxon settlements to medieval, post-medieval and industrial archaeology and the archaeology of war. We will learn your interests and preferences and always seek to match them with upcoming projects if we can.

The Role

A good working knowledge of British archaeology is desirable, and you will be able to demonstrate a range of skills relevant to working in commercial field archaeology. You should be motivated, positive and an effective team-worker, maintaining good professional relationships with colleagues and clients alike. You will be required regularly to work away and must be able to carry out manual work in outdoor environments in all weather. You will welcome the opportunity to develop whilst maintaining high standards of safety and quality. We are passionate about archaeology, and we need you to be too. If you have any specific relevant skills, let us know!

Successful criteria include:

- Relevant degree level education or substantial practical experience in the UK (or equivalent overseas) desirable.
- Flexible approach to deployment and willingness to travel and work away.
- Membership of CfA desirable and a current CSCS Card preferred.
- Experience of supervising archaeological projects and managing teams.
- Experience of archaeological supervision of machine excavation.
- A good positive attitude and effective team-worker / communicator.
- Willingness to learn a range of office-based and fieldwork tasks, with ambition to progress into more senior roles.
- Reliable and motivated with good organisational skills.
- An appreciation of inclusivity, diversity and dignity and respect in the workplace.

- Full driving licence essential.
- Microsoft Office skills.

Benefits of working at CFA include:

- Subscription to CfA paid in full where applicable.
- Paid overnight subsistence and travel time (compliant with all current Govt and industry guidance).
- Weekend accommodation provided where applicable.
- Competitive paid mileage.
- Annual profit distribution scheme.
- Basic 28 days annual leave (including public holidays), rising with continuous service.
- Paid-for 'Time off in Lieu' above threshold.
- Generous maternity, paternity, adoption, shared parental and company sick pay.
- Paid medical, family, and compassionate leave.
- Generous weekend working compensation when required.
- Paid for / supplied fully compliant PPE etc.
- Competitive remuneration (above CfA recommendation) with annual review.
- Employer contribution to pension scheme up to 6% after qualifying period.
- Performance reviews, competencies, objectives, and development needs via personal access to HR portal.
- 4x4 off road training, asbestos awareness, confined spaces training, CAT and Genny training and specialist archaeological training.
- Continuous training in all areas of profession, including health, safety, and the environment, GDPR, first aid and mental health.
- Employees offered opportunity to develop in all aspects of the profession.
- Employee assistance programme (EAP) and occupational health support.
- Cycle to work scheme.

Staff are provided with access to a broad range of professional development and skills training, including external HR and Occupational Health Support, where necessary.

Please apply via email to careers@cfa-arch.co.uk quoting reference '**Supervisor SU1023**'. Immediate starts are available. Only completed applications containing a cover note and CV will be accepted. Interviews start immediately - please apply asap.

CFA follows all GDPR regulations when handling personal data. All enquiries and applications will be treated in the strictest of confidence. For further information please email: privacy@cfa-arch.co.uk.

CFA Archaeology follows a policy of equal opportunities for employment, training, and other conditions of service. All applicants must be eligible to work in the UK without restrictions. Proof of identity and right to work in the UK will be required prior to commencing employment. If you require a copy of our policies and/procedures, or further information, please email enquiries@cfa-arch.co.uk.