

Job Title	Project Officers
Employer	CFA Archaeology Ltd – Milton Keynes and Leeds Offices
Pay	£28,979 to £32,903 (DOE + benefits) p/a
Hours	Full time (permanent) – 37.5 hours per week
BAJR Grade	L4/5 - L5 as appropriate
Closing Date	31 st October 2023
Enquiries Email	careers@cfa-arch.co.uk

CFA is looking to appoint **Project Officers** to our 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 Ltd 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 strives 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. Our projects range from castles, stately homes, world heritage sites, battlefields, prehistoric, Romano-British, and Anglo-Saxon settlements to 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

You will demonstrate an understanding of British archaeology and the planning process. You will be an effective team leader with a track record of successful fieldwork projects and a depth of experience writing reports. You will be expected to confidently undertake projects of all periods across the country, from small evaluations to major excavations on large infrastructure projects in varied environments and conditions. You will have an understanding and appreciation of health, safety and environmental matters and a willingness to undertake training and show leadership in these areas. You are confident in representing the company at site meetings with consultants, curators and clients and have an understanding of project budgets and programmes.

Essential Criteria:

- Educated to degree-level in relevant discipline or substantial practical experience in the UK.
- Proven supervisory and leadership experience.
- Associate level membership of the Chartered Institute for Archaeologists (ACIfA minimum) or equivalent experience.
- Excellent team-working and communication skills.
- Reliable and motivated with good organisational skills.

- An appreciation of inclusivity, diversity, dignity and respect in the workplace.
- Full driving licence.
- Microsoft Office skills.

Benefits of working at CFA include:

- Subscription to ClfA paid in full where applicable.
- Paid overnight subsistence and travel time (compliant with all current government 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 when required.
- Generous weekend working compensation when required.
- Paid for / supplied full compliant PPE etc.
- Competitive remuneration (above ClfA 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 are encouraged and have opportunities to develop in all aspects of the profession.
- Employee assistance programme (EAP) and occupational health support.
- Cycle to work scheme.

Please apply via email to careers@cfa-arch.co.uk quoting reference '**Project Officers PO1023**' in the subject line no later than close of business on 31 October 2023. 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.

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.