# Archaeological Research Services Ltd

### Project Officers

### Permanent positions following 6 month probation

### Salary £24,000 – £30,000 (dependant on skills and experience)

**The Position:**

Archaeological Research Services Ltd are recruiting Project Officers for work on a variety of project work around the UK and in post-excavation. We have positions available for an immediate start.

### Are you a highly motivated, go-getter with an ability to lead, manage and organise a field team? Do you have a deep passion for delivering value and benefit through archaeology? Are you highly organised, efficient and with a high work-rate? This position requires you to be excellent at your job and an effective leader, motivator and manager of a team. You need to be highly disciplined, a good ‘people person’ as well as a highly competent field archaeologist and report writer. The posts have geographic flexibility, but are nominally based at Bakewell or Sheffield, but could be based elsewhere and home-working is also possible. You will need to be prepared to travel for site work as appropriate.

Applications are invited for professional, highly motivated and capable Project Officers with a strong track record and developed skills sets. You will have experience of organising and running field projects, motivating and leading teams, completing post-excavation work and producing high quality reports for a wide range of projects. You will have responsibility for undertaking and delivering a wide range of projects where you will be accountable to a Projects Manager. You will have excellent written English skills and will be responsible for completing work on commercial and research-based archaeological projects. You must also have survey and IT skills and ideally be competent in the use of CAD. A good knowledge of British archaeology is essential as well as a track record in reports. You must be able to work as an effective team member who can be relied on to deliver to tight deadlines. We are a high performing company with a professional yet friendly culture with many outstanding performers. We maintain a high commitment to staff development and training and look forward to supporting career development and developing people to be the best they can be.

**In return, we offer an exciting range of employee benefits:**

* Competitive salary
* Sector-leading commitment to training and career progression
* Member of the Company’s health cash plan which includes a wide range of health services and financial support
* Discounts and rewards on health, fitness and entertainment
* Attractive pension contribution
* Life assurance cover
* 28 days annual leave (inclusive of Bank Holidays)
* Additional annual leave awarded for long service
* Accommodation provided for away work with subsistence
* Full personal protective equipment and Company branded attire
* 100% of CIfA subscription fees and CSCS card fees

**To apply:**

Go to our website [www.archaeologicalresearchservices.com/about-us/careers/](http://www.archaeologicalresearchservices.com/about-us/careers/) and download, fill in and submit all the required documentation set out below and send to personnel@archaeologicalresearchservices.com. If you would like to discuss the post with us then please ring us on 01629 814540 and ask for ‘personnel’.

### Applicants must complete and send in;

### Covering letter compromising 250 words on why you consider yourself a suitable candidate.

### Our application form (downloadable from the website) including the names and full contact details of two referees

### Equal opportunities form (downloadable from our website)

### Full CV

**Closing Date:** Friday 21st August 2020.