

ARCHAEOLOGICAL PROJECT SERVICES



Trainee Field Archaeologist

Archaeological Project Services, Heckington, Sleaford, Lincolnshire

Initial 6 month contract with potential for progression to a permanent position

Starting Salary: £14,500 p.a.

Applications are invited for a trainee Field Archaeologist with Archaeological Project Services. The trainee position is aimed at entry level applicants so previous field experience in a commercial archaeological environment is not essential. The post offers a practical field based role designed to provide training, support and experience in all aspects of archaeological field surveys, investigations and recording. It is envisaged that successful completion of the initial contract will lead to progression within the organisation.

The successful applicant will be able to demonstrate enthusiasm and commitment to learning practical archaeological field skills with a strong desire for long term career development within the sector. They must be willing to learn and receive ongoing feedback and advice as part of an ongoing training programme. The role will be field and office based and the flexibility to work away from base is essential.

To apply, download and complete an application form (Ref: APS/003/TFA) and email to info@apsarchaeology.co.uk or post to:

Development Manager
Archaeological Project Services
The Old School
Cameron Street
Heckington
Sleaford
Lincolnshire
NG34 9RW

Closing date for applications: Wednesday 27 January 2016

Interviews: Week commencing Monday 08 February 2016

If you have not heard from us within three weeks of the closing date, please assume your application has been unsuccessful.

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Job Description

Job title: Trainee Field Archaeologist

Location: The Old School, Heckington, Sleaford, Lincolnshire

Responsible to: Team Leader (Archaeology)

Job purpose: To carry out archaeological fieldwork under supervision and participate in a training programme to gain experience of key skills relevant to archaeological surveys, investigation and recording.

Key Tasks:

- Understand the processes leading to archaeological site formation and its association with the principles and practises of stratigraphic excavation
- Undertake practical elements of on-site field archaeology including stratigraphic excavation and site recording, collection of samples and appropriate recovery and storage of artefacts
- Carry out basic checking and file organisation activities in support of archive completion
- Carry out routine finds processing
- Participate and carry out, under supervision, a range of non-intrusive survey techniques
- Work safely as a member of the field project team and assist in the maintenance of proper standards of work in accordance with current health and safety requirements
- To assist in the support of volunteers working with the Trust within the office and on project delivery as appropriate.
- To act as a representative for the Trust, promoting the image and reputation of the Trust at all times.
- To undertake other duties and responsibilities of a similar level as may from time to time be required.

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Person Specification: Trainee Field Archaeologist Essential & Desirable Criteria

This information should be read closely alongside the advertisement and job description.

ESSENTIAL
Demonstrable interest in archaeology
5 GCSE grades or equivalent including maths & English
Comfortable working outdoors in all weathers
Familiarity with Microsoft IT Software (especially Word & Excel)
Comfortable with working individually and as part of a team
Good communication skills
Ability to learn and follow process and demonstrate attention to detail
Flexibility to work away from home
DESIRABLE
Graduate in archaeology or similar discipline
Previous experience of commercial archaeological fieldwork
Full clean driver's licence
Ability to use own vehicle for company use
First Aid certificate

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Company Overview

The Heritage Trust of Lincolnshire (HTL) was established in 1991 as an independent charity (registration No. 1001463) and a company limited by guarantee (No. 2554738).

Archaeological Project Services (APS) began trading in 1993, operating as the commercial section of HTL. Both divisions of the company are based in Heckington, Lincolnshire.

APS (a Registered Organisation with the Chartered Institute for Archaeologists), offers a range of services across England and Wales, predominately to the planning and construction sector including consultation, fieldwork and post-excavation analysis along with additional specialist expertise. They also offer advice and support to community and voluntary groups who wish to carry out fieldwork. HTL covers a broader heritage remit within Lincolnshire including historic site management and interpretation, education and outreach, a range of cultural events as well as operating a highly successful Buildings Preservation Trust. Both APS and HTL staff are actively engaged in a range of commercial, community outreach and academic projects.

Employee Benefits

- Competitive salaries (above ClfA minima) for a 37 hour week
- From 28 days annual leave (including statutory holidays)
- Opportunities for training and career progression
- Where applicable ClfA or IHBC subscriptions
- Free accommodation and subsistence payments for projects away from base
- Free transport to and from site
- Paid travel time to site
- Driver allowance and driver overtime payment
- Full PPE including wet weather gear
- Company pension scheme
- Childcare vouchers