



## Adopt-a-Monument Engagement Officer – Fixed Term contract for 12 months

Archaeology Scotland is a Scotland-wide charity and a voluntary membership organisation which works to secure the archaeological heritage of Scotland for its people through education, promotion and support.

### **Background**

The primary role of the Adopt-a-Monument Project Officer will be to assist in the delivery of the Real Wild West: Adopt-a-Monument on Ardnamurchan Programme. They will assist community groups in the planning and implementation of archaeology, conservation and interpretation projects in Ardnamurchan.

The programme is funded by European Regional Development Fund (ERDF) Natural and Cultural Heritage Fund, and supported by Historic Environment Scotland.

**Job Title:** Adopt-a-Monument Engagement Officer

### ***Essential Skills and Attributes:***

- o Experience of organizing and running public workshops and events
- o Experience of working with community groups
- o Experience of coordinating and managing volunteers
- o Experience of using social media, and traditional media, to promote events
- o High degrees of self-motivation, enthusiasm and drive
- o Flexible and imaginative approach to work
- o Strong organisational skills
- o Ability to work to tight timetables
- o Ability to work positively in a small team
- o Ability to communicate effectively with a wide range of people and bodies
- o ICT skills
- o Full, clean current driving license
- o Experience of working in the Highlands (especially Ardnamurchan)

### ***Desirable Skills and Attributes:***

- o Good knowledge of Scottish archaeological sites and monuments
- o Degree in Archaeology, community education, social work, natural or cultural heritage, history or closely related field
- o Experience of managing budgets



- o Gaelic language skills

### Job Description

Working alongside the Adopt-a-Monument team the postholder will assist the Senior Project Officer in delivering the Real Wild West: Adopt-a-Monument on Ardnamurchan Programme. They will work with community groups in the planning and implementation of archaeological, conservation and interpretation projects. They will be responsible for organising, promoting and delivering public and community events. They will be able to successfully use social media and traditional media to promote events. They will be responsible for coordinating volunteers, and different community groups to help deliver project outputs and outcomes. They will be responsible for helping to define and deliver the programme engagement strategy. There will be a considerable amount of weekend and out-of-hours working required for this post.

Duties to include:

- Organise and deliver public and community events
- Coordinate volunteers
- Deliver project communication and engagement strategy
- Deliver training workshops
- Co-ordinate and train volunteers
- Work with AS staff to help deliver project.

**Salary and working conditions:** This post is part time 2 days a week (15 hours per week) for 12 months, with the possibility of extension. The salary for this post will be based on £26,000 pro-rata per annum for the fixed-term. Holiday entitlement will be based on 25 days plus 10 statutory public holidays per year, pro-rata proportionate to employment status. There will be a certain amount of travel associated with the post, for which expenses are provided. There will be a considerable amount of weekend and out-of-hours working required for this post, with time off in lieu as required. Work hours will be adjusted to meet the programme delivery timetable, with reasonable consideration given to flexible working.

**Applications:** If you are interested in this post please email Dr Paul Murtagh (p.murtagh@archaeologyscotland.org.uk) at Archaeology Scotland, with a covering letter outlining your reasons for applying and the way in which you feel your skills and experience are appropriate to this post. Applications should be supported by a *curriculum vitae* and the names, addresses and telephone numbers of two referees who are familiar with your work in a professional capacity.

For an informal discussion about the role or for more information please contact Dr Paul Murtagh: [p.murtagh@archaeologyscotland.org.uk](mailto:p.murtagh@archaeologyscotland.org.uk)



**ADOPT-A-MONUMENT**  
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**Place of Work:** The post will be based primarily in Ardnamurchan on the west coast of Scotland or at Archaeology Scotland's offices in Musselburgh. More information about Archaeology Scotland and the Adopt-a-Monument scheme can be found at [www.archaeologyscotland.org.uk](http://www.archaeologyscotland.org.uk)

**Closing Date for Applications:** 30th April 2021, with interviews due to take place, virtually or in person, on 14th May 2021.



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