

Finds Liaison Officer

We are offering an exciting opportunity to join our friendly and dedicated team as the Finds Liaison Officer in Cornwall. Based at the Museum of Cornish Life you will work with a small staff team (Director, Community Engagement Curator and Apprentice) supported each week by over 80 volunteers.

The purpose of this role is to record archaeological objects found by the public, including metal detector users, to advance archaeological knowledge and to increase opportunities for active public involvement in archaeology. This role is funded by the British Museum in partnership with Cornwall Council

Summary

Job Title: Finds Liaison Officer
Based at: Museum of Cornish Life, Market Place, Helston, Cornwall TR13 8TH
Salary: £25,000 +4% pension and essential travel allowance pro rata
Hours: 3.5 days per week (the post holder must be able to work occasional Saturdays)
Leave: 25 days leave + statutory bank holidays pro rata
Term: Fixed term until March 31 2021

Application

Closing Date: 31 July (5pm) 2020
Interview: 10 August 2020 (online – platform to be agreed)
Apply: Email Annette MacTavish (director@museumofcornishlife.co.uk) with your CV and a cover letter covering letter explaining how you meet the Personal Specification and why you want the role of Finds Liaison Officer.

Main Duties and Responsibilities

1. To explain the aims of the Scheme to the wider public (for example, local archaeological and historical societies, schools, media, talks, exhibitions etc.), emphasising that the Scheme is concerned to record all portable antiquities and not just metal objects and to present the data gathered;
2. To explain the aims of the Scheme to archaeologists and museum curators in Cornwall and to seek their co-operation;
3. To make contact with metal-detector users and other finders in Cornwall, both those in clubs and other metal-detector users who are not members of clubs; to attend metal detecting club meetings to explain the project and to borrow finds for recording; to encourage clubs and finders to record their finds themselves where appropriate using the PAS database; to attend other museums and sites in Cornwall on a regular basis to record finds deposited there;
4. To explain the requirements of the Treasure Act and Code of Practice and the statutory provision relating to the use of metal-detectors on scheduled sites to finders; to act as expert advisers on finds of treasure in liaison with local museums and coroners and to keep finders informed of progress with their treasure cases;
5. To foster a spirit of co-operation between metal-detector users, landowners and archaeologists; to educate detector users and landowners on best practice, communicating the archaeological requirements concerning the accurate recording of the provenance of finds and the need not to disturb in situ deposits and to mediate between them and archaeologists/museum curators if necessary;

6. To record finds using the Portable Antiquities Scheme database; to seek advice from Finds Advisers for those objects they are unable to identify personally; to help develop the database and accompanying standards for recording objects;
7. To make a quarterly report to the Head of Portable Antiquities on their progress in carrying out the above roles;
8. To manage volunteers and placements to assist with the recording of archaeological finds and other work relating to the Scheme.
9. To comply with all decisions, policies and standing orders of the museum and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
10. To assist generally with the public service of the museum, including answering enquiries from members of the public.
11. To participate in training and development as may be required from time to time commensurate with the level of the post.
12. To undertake other such analogous duties as may be allocated by the Director or his representative.

Personal Specification	Essential	Desirable
Qualifications		
Degree in Archaeology or equivalent relevant experience	Yes	
Post-graduate qualification in archaeology or similar subject		Yes
Experience & Knowledge		
Experience of handling and identifying a broad range of archaeological finds.	Yes	
Knowledge of the types of archaeological finds found in Britain	Yes	
A knowledge of the history and archaeology of Cornwall		Yes
Experience of research and publication of archaeological finds.		Yes
Previous experience of working with metal-detectorists or similar groups		Yes
Experience of working with and managing volunteers		Yes
Skills & Ability		
Excellent IT skills including use of Word, Excel and Social Media	Yes	
Using Adobe Photoshop	Yes	
Artefact photography		Yes
Ability to multi-task with strong organisational skills	Yes	
Team player	Yes	
Commitment to learning and attending training	Yes	
Good communication skills	Yes	
Full driving licence and access to own transport	Yes	
Other (on offer of the position)		
Criminal records disclosure check	Yes	