

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Post</b>	Senior Professional Development and Practice Coordinator (Scotland)
<b>Term</b>	This is a project-based, fixed term appointment for 10 months, with potential for extension if further funding is secured
<b>Salary</b>	CIfA salary scale point 14 £26,000 pro rate plus 6% pension contribution
<b>Hours</b>	18.5 hours per week
<b>Role</b>	In consultation with the Head of Professional Development and Practice, the Senior Professional Development and Practice Coordinator (Scotland) will implement and support a programme of activities to promote professionalism in Scotland and in particular to deliver CIfA's commitment to Scotland's Archaeology Strategy. S/he will work closely with CIfA's Scottish Group, providing an effective link between the Group's business plan, the Strategy implementation plan and CIfA's wider Strategic Plan
<b>Responsible to</b>	Head of Professional Development and Practice
<b>Place of work</b>	Home worker with regular travel across Scotland and occasional travel to CIfA offices in Reading. Occasional evening and weekend work for which time off in lieu is available

### Main duties and responsibilities

The Senior Professional Development and Practice Coordinator (Scotland) will be responsible for supporting CIfA's role in implementing Scotland's Archaeology Strategy by

- implementing and assisting in the management of training and professional development initiatives in Scotland
- implementing and assisting in the management of professional standards initiatives in Scotland
- researching, documenting and promoting good practice in Scottish archaeology
- promoting the value of professional accreditation in Scotland and assisting the Scottish Group with the recruitment of Scottish archaeologists

### Main duties

- undertake a review of existing training provision in Scotland
- develop and promote the network of existing training providers, providing support to ensure they meet CIfA requirements for endorsement of training provision
- develop and promote good practice case studies highlighting professional development and professional standards initiatives in Scotland

- work with the Scottish Group to ensure effective delivery of its CPD workshops programme
- support the review of existing CIfA standards/good practice documents in Scotland and work with stakeholders to identify areas where additional standards or guidance is needed
- work with staff and the Scottish Group to promote the importance of accredited professionalism in Scotland
- with the Scottish Group, publicise CIfA's work in Scotland, coordinating and effecting updates to the website to reflect the above
- assist in responding to relevant consultations
- provide administrative and other relevant support to Advisory Council, committees, Special Interest and Area Groups, and working groups as appropriate
- carry out any other duties as required from time to time

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Preferred</b>
<b><i>Education, knowledge and skills</i></b>	
educated to degree level or equivalent level of competence gained in the workplace	CIfA accreditation at ACIfA level
good understanding of the historic environment sector in Scotland	an awareness of historic environment legislation and policy  a good understanding of the role of professional institutes and, in particular, the work of CIfA  good understanding of Scotland's Archaeology Strategy and familiarity with its implementation plan
excellent communication skills: written and oral, formal and informal  ability to liaise confidently with a wide range of stakeholders	confident with the use of social media in a work environment
IT proficient, especially MS Word and Excel	previous experience of supporting meetings and taking minutes
<b><i>Behaviours</i></b>	
personal commitment to CPD and the maintenance of professional standards and behaviour	
good personal organisation and attention to detail	
ability to take the initiative and responsibility for your own work	previous experience of working within a dispersed team
ability to work effectively on your own and as part of a team	previous experience of working with volunteers
able to represent the organisation externally	
demonstrated ability to manage a range of diverse tasks and demands from a dispersed team and client base	
ability to work with volunteers with develop their understanding of CIfA and its objectives	

