**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Post** SeniorProfessional Standards & Practice Coordinator

**Term** This is a 12-month appointment with potential for extension if funding permits

**Salary** CIfA scale spinal point 13-16 salary of £25,000 to £29,500 plus 6% pension contribution. Starting salary will be dependent on demonstrated skills and competence

**Hours** 37 hours per week, although part-time and flexible working options may be considered

**Role** In consultation with the Head of Professional Development & Practice and working with other staff, the Professional Standards & Practice Coordinator will manage and implement the Institute’s professional standards and professional practice initiatives, supporting the Institute’s Board of Directors, Advisory Council, groups and committees as appropriate and communicating with members and the wider sector

**Responsible to** Head of Professional Development & Practice

**Responsible for** Consultants/sub-contractors working on specific standards projects

**Place of work** CIfA office, Reading or homeworker with regular travel across the UK

**Main duties and responsibilities**

The Professional Standards & Practice Coordinator will be responsible for

1. day-to-day management and implementation of professional standards initiatives

day-to-day management and implementation of professional practice initiatives

1. ensuring that professional standards and practice initiatives are integrated into CIfA’s membership structure and procedures, and are communicated effectively
2. researching, documenting and promoting good practice in archaeology

**Main duties**

* maintain a rolling review of existing CIfA standards/good practice documents to ensure currency and accuracy
* working with relevant stakeholders, identify the need for, and support the development of, new standards/good practice documents
* manage consultants working on specific standards projects
* with the Head of Professional Development & Practice, prepare project proposals and funding bids to various agencies to support standards development work
* work with membership staff to ensure that CIfA’s membership structures and procedures reflect the above, in particular addressing standards and/or practice issues arising from the Registered organisation scheme
* promote the Institute and the importance of professional standards within and outside the historic environment sector
* coordinate and effect 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
* deputise for the Head of Professional Development & Practice as required
* carry out any other duties as required from time to time

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Preferred** |
| ***Education, knowledge and skills*** | |
| educated to degree level or equivalent | CIfA membership at ACIfA level or above |
| practice experience in the historic environment sector ***or*** significant experience of developing professional standards in another sector | a good understanding of historic environment legislation and policy  an excellent understanding of the role of professional institutes in setting and maintaining standards |
| excellent communication skills: written and oral, formal and informal |  |
| Demonstrated ability to research and analyse information and develop conclusions and recommendations |  |
| IT proficient, especially MS Word and Excel | previous experience of supporting meetings and taking minutes |
| ***Behaviours*** | |
| personal commitment to CPD and the maintenance of professional standards and behaviour |  |
| excellent personal organisation and attention to detail |  |
| excellent time, task and project management skills | demonstrated ability to manage a range of diverse tasks and demands from a dispersed team and client base |