

Scottish Archaeological Research Framework Project Officer

POSITION DESCRIPTION

Position Title: Scottish Archaeological Research Framework (ScARF) Project Officer

Reporting to: ScARF Project Manager (Helen Spencer)

Starting salary: £24,429.70 to £27,035.53 per annum, plus a 10% pension contribution and a flexible working policy. Salary increases are considered annually by Trustees and applied from 1 June each year.

Hours: Full time, 37 hours per week. This position is currently dependant on external project funding and is initially offered until the 31st March 2026 with the possibility of extension.

Holidays: 38 days per year including public holidays

Aim of the Role

- To assist with management and updating of the Scottish Archaeological Research Framework (ScARF) web-resource
- To assist with the creation and publishing of new regional and thematic research frameworks
- To promote the ScARF project
- To help develop and deliver the Society's role within Scotland's Archaeology Strategy

Responsible to

- The post-holder will report to the ScARF Project Manager as the line manager

Responsible for

- none

Responsibilities

Assist with all aspects of the Scottish Archaeological Research Framework project including the development and publishing online of regional and thematic research frameworks as well as the marketing and promotion of ScARF while maintaining high academic standards throughout.

General ScARF Duties

Working on Research Framework Projects

- Work closely with the ScARF Project Manager and the project teams developing current and new research framework projects and to assist these projects as required.

ScARF Website

- Creation of new and updated webpages on the ScARF website - with the focus on creating new webpages for the forthcoming regional research frameworks and adding case studies
- Copyediting and proofreading content for the ScARF website
- Sourcing and arranging copyright for images on the ScARF website
- Sourcing and/or creating eye catching images for the ScARF website, social media and other resources
- Creation of PDFs, datasheets and maps for the website

Promotion

- Organise, host and attend seminars/workshops/conferences and meetings as required to promote the ScARF project
- Promote the ScARF project at events such as community conferences or University open days
- Create the monthly ScARF e-newsletter and provide content for other newsletters and promotional material as required
- Promote the ScARF project through our Social Media channels
- Contribute to the content of the ScARF and Society websites including creating blog posts and adding news items

Reporting

- Contribute to regular reports on ScARF for the Society of Antiquaries of Scotland and our funders
- Work within the budget and timelines for the project, ensuring the production of required outputs on time and within budget

Society Duties

- Conduct at all times to maintain the high esteem in which the Society is held, and follow the Society employment policies and health and safety procedures
- Undertake such other duties as may reasonably be required from time to time by the Director