

Vacancy Summary

Job Title	Finds Liaison Officer (Maternity Cover)
Salary	£19,600 per annum (FTE £24,500 p.a)
Location	Chilcomb, Winchester
Hours	29.6 per week (0.8FTE)
Type of Contract	Fixed term, 1 year proposed start date 1 April 2020

The successful candidate will take over the delivery of the Portable Antiquities Scheme service for Hampshire. The main aim of the Scheme is to advance our knowledge of the history and archaeology of England and Wales by establishing a system for the voluntary recording of finds of archaeological objects discovered by members of the public, including metal-detector users, and to increase opportunities for active public involvement in archaeology. The data is published on www.finds.org.uk. The scheme coordinated nationally by the British Museum.

In your role, you will record archaeological finds and report and process treasure cases to agreed standards, and take opportunities to actively engage the public in archaeology. We are looking for someone who has experience in working with archaeological finds and who can bring good attention to detail to this role. You will need excellent communication skills to continue our successful relationships with stakeholders and community groups throughout Hampshire, and a strong commitment to our values of welcoming diversity and enabling access to heritage.

This fixed term contract is to provide cover for maternity leave and will run for 12 months. We are open to considering applications for job share.

If you are looking for an opportunity to join a dynamic organisation and promote the world-class culture and heritage that Hampshire has to offer, please email a full CV together with a cover letter explaining why you would excel in this role to hr@hampshireculturaltrust.org.uk. Please note that only complete applications will be considered.

Closing date for applications	Sunday 23 February 2020
Interview date	Thursday 5 March 2020

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.