

Role: Trainee Archaeologist	Region / Department: Archaeology
Reports to: Senior Archaeologist	Pay Band: Grade 2 Upper, £25,483 - £26,907 pro-rata, per annum
Location: Balnain House, Inverness and at sites across the Trust's portfolio on the Scottish mainland and islands as required	Type of Contract: 40 hours/week, 18-month fixed term contract

JOB PURPOSE

The role of Trainee Archaeologist is a fantastic opportunity for an archaeology graduate to learn and gain professional experience. The role has a remit to support the work of the Trust's Archaeology Department in all areas of conservation, research and promotion of Scotland's material culture (artefacts, buildings, archaeology sites and landscapes). Working with Trust Staff, Volunteers and a range of External Stakeholders you will help deliver archaeological fieldwork in our mission to care for some of Scotland's most significant landscapes. You will learn to design and implement archaeological investigations from prehistory to the post-medieval period and learn to deliver engaging community focused excavations to a safe and ethically professional standard.

The Trainee Archaeologist will also study for a Scottish Vocational Qualification (SVQ) Level 6 in Archaeological Practice with the Chartered Institute for Archaeologists (CIfA). This is to support the development of a proven portfolio of hands-on skills and to address the widely recognised graduate skills gap within the archaeology industry. With the wider aim of contributing to the growth of the talent-pool of future archaeologists in Scotland and the UK.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

You will take direction from the Senior Archaeologist, with the Head of Archaeology providing a mentoring role to ensure a full range of training and vocational experience is available. You will also work alongside other staff and volunteers, including Rangers, Property Managers, Conservation Specialists and Curators.

The Traineeship will be run in partnership with CIfA, who will support the successful candidate through their SVQ, undertaking regular observations to allow the apprentice to meet the necessary evidence requirements.

You will provide a consistently high standard of work and customer care at all times:

- Promoting and supporting the research and conservation of archaeology assets in the Trust's care.
- Assisting with survey and monitoring programmes.
- Contribute to the management of the Trust's archaeological artefact collection.
- Design and implement archaeological investigations (both desk-based and fieldwork).
- Research and contribute to the design of on-site archaeological interpretation.
- Providing an excellent visitor experiences including delivery of guided walks, public talks, events and educational activities, answering visitors' queries about the work of the Trust's Archaeology Department.

- Support the delivery of safe and responsible volunteer experiences in the course of excellent archaeological research and conservation.
- Promoting the National Trust for Scotland and the benefits of Trust membership
- Always maintain excellent standards of site and personal presentation
- Ensuring work is undertaken in a safe and appropriate manner, wearing correct PPE as required

SCOPE OF JOB

Conservation

- Supporting the Archaeology Department in delivery of priority conservation actions including survey & monitoring, research, artefact and site management.

Estate Management & Maintenance

- Working with colleagues, volunteers and contractors to ensure all archaeological assets are properly maintained and projects are delivered on time and within budget.

Public Engagement

- Regular interaction with all members of the public to promote the work of the Trust and share the significance of Scotland's archaeology.

Teamwork

- Regular interaction with employee and volunteer colleagues to share daily tasks and support efficient operations.
- Regular interaction with colleagues across the Trust.

Operational & Administrative Processes

- Help achieve activities and targets as part of the Archaeology Department's 10-year strategy.
- Conform to standard NTS policies and administrative and operational procedures.

Health, Safety & Environment

- Contribute to and comply with the Trust's Health and Safety policies.
- Design and maintain safe environments for staff and volunteers during archaeological fieldwork activities.

The current duties of this job **do** require a criminal records (Disclosure Scotland) check to be carried out.

REQUIRED SKILLS, EXPERIENCE, KNOWLEDGE and ATTITUDE

Essential:

- Degree in Archaeology, or equivalent level of knowledge.
- Genuine, demonstrable interest in archaeology.
- Commitment to a career in archaeology.
- Ability to work within a team to a high and safe standard.
- Ability to be flexible and adapt working patterns and tasks to meet day-to-day variations in property needs.
- Excellent front of house persona - warm, welcoming, patient and understanding.

- Excellent communication skills.
- Genuine belief in the value of landscape conservation and the role archaeology plays in our society.
- Ability to be proactive and to take the initiative.
- Ability to balance training and expectations of the course curriculum alongside departmental duties.

Desirable:

- Experience of archaeological fieldwork.
- Demonstrable enthusiasm for archaeology in the Scottish context.
- Demonstrable experience in working in a public facing context.
- Have or currently working towards obtaining a Driving Licence.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience, Knowledge and Attitude reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 9th March 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"