



**YMDDIRIEDOLAETH ARCHAEOLEGOL CLWYD-POWYS  
CLWYD-POWYS ARCHAEOLOGICAL TRUST**

**JOB DESCRIPTION**

Job Title Unloved Heritage Project Officer

Location 41 Broad Street, Welshpool

Department Education and Outreach

Line manager Community Archaeologist (Alex Sperr)

Job Summary Working with young people, volunteers, community groups and local groups to deliver the wide range of activities and events of the Unloved Heritage Project.

**Main Duties:**

- Engage with youth and community groups and individuals with whom the Trust are currently working.
- Working with youth and community groups and others to help facilitate their ongoing heritage projects.
- Attending events, activities, festivals and helping groups tell their stories.
- Promoting the Unloved Heritage Project through talks, websites, social media, articles and other media.
- Working with stakeholder organisations and project partners.
- Working with the Community Archaeologist to produce progress reports and other reports on the Unloved Heritage Project.
- Working with the Community Archaeologist to embed the learning from Unloved Heritage into the organisation more widely.
- Occasionally working outside normal office hours, eg. at the weekend and during evenings.
- To undertake other duties as the Trust may determine from time to time.

**Person specification:**

**Essential**

- Experience with working with volunteers and community groups, and in particular with young people
- Good spoken and written language skills
- A degree or equivalent in archaeology or a related subject (or proven knowledge and skills equivalent to these)
- Practical historic archaeological and/or historic environment experience
- IT skills, including Microsoft Office and social media software and hardware

- A full clean UK driving licence

#### Desirable

- Membership of the Chartered Institute for Archaeologists
- Knowledge of the archaeology and historic environment of Wales
- A teaching qualification such as PGCE

#### Core competencies required for this post:

- Communication. Post holders should: be able to communicate clearly and concisely, deal confidently and tactfully with people at all levels
- Problem Solving. Post holders should: be able learn new subjects quickly, and be willing to think creatively
- Teamwork and partnerships. Post holders should: be aware of others' workloads and be willing to help out when necessary, be aware of your own impact on others
- Applying expertise. Post holders should: apply a range of skills, knowledge and expertise, take steps to update, develop and widen knowledge and skills, apply sound professional judgement, know when to obtain advice and expertise
- Delivery. Post holders should: focus on results and getting the job done, plan and manage their time effectively
- Continuous improvement. Post holders should: be willing to respond positively and flexibly to change, make suggestions to improve working practices, learn from mistakes, share good practice
- Personal skills. Post holders should: be confident, motivated and reliable, work methodically and consistently with attention to detail, have the ability to cope with authority



Cefnogwyd gan  
**Y Loteri Genedlaethol**  
trwy Gronfa Dreftadaeth y Loteri