

PROJECT OFFICER (PO-SE-0517)

LOCATION	HEADLAND SOUTH & EAST (SILSOE, LUTON)
CLOSING DATE	MONDAY 22ND MAY 2017
SALARY	£24,000 TO £26,000 DEPENDING ON EXPERIENCE
CONTRACT TYPE	PERMANENT
APPLICATION REF.	PO-SE-0517

Good Project Officers are one of the linch-pins of our business; if you're up for the challenge, we'd like to get you on board. Based in the South & East office in Wrest Park, Silsoe, this is a great opportunity to join a progressive and growing company engaged with a constant stream of exciting archaeological projects.

You will be expected to undertake a variety of archaeological investigations including field-based surveys, evaluations and excavations as well as office-based research, analysis and reporting up to publication level. The ideal candidates should be able to demonstrate both experience and enthusiasm and a willingness to participate in company initiatives.

As a completely independent commercial company there is plenty of scope to utilise existing skills, discover new ones and develop strengths you perhaps didn't realise you had. You will encounter numerous opportunities for personal development and promotion.

THE SUCCESSFUL CANDIDATES SHOULD EXPECT TO RECEIVE FROM HEADLAND:

- › Continuous support from a proactive management team
- › Training in specific archaeological & other skills
- › Periodic additional payments by way of company bonus scheme

OTHER BENEFITS INCLUDE:

- › A monthly clothing allowance
- › Contribution to pension scheme
- › Subscription to the ClfA
- › Paid subsistence and travel time on field projects

The team you will join – The team at Silsoe comprises 25 core staff with many presently working on the massive A14 Improvement Scheme, Cambridgeshire (along with 70+ fixed-term staff). We are also working on the Thames Tideway Tunnel project in London, and there will be opportunities for involvement in these and a whole raft of other projects which are currently in the pipeline. The company is passionate about archaeology and very focused on training, so not only can you expect to receive training but our project officers are encouraged to get involved with the development of junior staff. This year will see the appointment of a full-time training officer to facilitate this process.

It is not all about work – The drive up the formal drive past Wrest Park country house provides a great start to the morning. Parking is not a problem and the numerous walks, cafes and the grounds themselves provide a fantastic environment in which to work - see <http://www.english-heritage.org.uk/visit/places/wrest-park/>.

Location – Silsoe itself is well situated and a short commute from towns like Bedford, Luton, Hitchin, Letchworth, Cambridge and Milton Keynes. The nearest stations are Flitwick and Arlesey which will get you into Central London in 45 mins or onto the East Coast Rail line.

There are many other benefits to working with Headland such as support in joining ClfA and paying membership dues, an annual bonus scheme and a good company pension plan - see <http://www.headlandarchaeology.com/careers/>.

Applicants must hold a clean driving licence and membership of the ClfA is preferred.

Informal inquiries concerning the role can be made to Michael Tierney, Regional Manager, South & East – 01525 861 578. Send CV and covering letter by email quoting reference number PO-SE-0517 to jobs@headlandarchaeology.com. Applications must include the contact details of at least two referees.