



Job Description – Trainee Archaeologist

Job Title:	Trainee Archaeologist
Department:	Developer Services
Salary:	£19,000 (rising to £20,000 after mid-point assessment)
Hours:	37.5 - 40 hours per week, Monday to Friday
Location:	This post is based at MOLA's Northampton office. Travel to sites around the office is a normal part of the role.
Duration:	Fixed term – 6 months
Responsible to:	Field Training Officer, Fieldwork Trainers
Responsible for:	N/A
Overall Job Purpose:	To learn how to work as an archaeologist, including what methods are used to dig and record a historical site and why this work is important.
Key Result areas:	<ul style="list-style-type: none"> • Learn what archaeology is, what types of things are found, and what they can mean • Use hand tools to dig different types of archaeology • Describe, draw and photograph your work • Collect relevant objects (artefacts) and soil samples • Learn about the stages of a project • Create a portfolio of work to demonstrate your skills • If willing and able, drive company vehicles to work • Be professional and uphold the standards, values and reputation of MOLA • Work in line with the MOLA Health and Safety Policy at all times
Special Circumstances:	<ul style="list-style-type: none"> • Physically demanding work on site in all types of weather • Working in PPE (hi visibility clothing, hard hats, safety boots, goggles, etc.) – this is all provided by MOLA • There may be times when working further away from the office (with accommodation provided) is needed

This job description reflects the requirements of MOLA as at August 2020. This job description should not be taken as an exhaustive description of the role, and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make changes as appropriate to the development of the role and the work of MOLA.



Person Specification – Trainee Archaeologist

Essential	Assess. Method	Desirable	Assess. Method
Qualifications and memberships			
Suitable levels of English and Maths	AF/T	GCSE in English and Maths	AF/I
Interest in history, archaeology, or construction	AF/I	Valid UK driving licence	AF/I
Willing to take a Health & Safety test to work on site (CSCS card)	AF/I		
Experience and knowledge			
Experience of being part of a team	AF/I	Experience of being/working outdoors in different types of weather	AF/I
Skills and competencies			
Hardworking and positive attitude	AF/I	Good level of attention to detail	AF/I
Keen to learn new skills, some in a classroom environment	AF/I		
Good communication skills	AF/I		
Ability to ask for help when needed	AF/I		

AF – Application Form; I – Interview; T – Test at interview