

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Headley Trust Archaeological Finds Intern
Salary:	£24,790 (pro rata) £12,060
Grade:	Grade 5
Hours:	<i>Equivalent of 18 hrs per week worked across 12 months. We are open to discussions about flexible working.</i> Temporary contract ending 31/03/2026
Team:	Archaeology
Service Area:	Oxfordshire Museums Service
Primary Location:	<i>Oxfordshire Museums Resource Centre, Standlake</i> <i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i>
Budget responsibility:	n/a
Responsible to:	Edward Caswell
Responsible for:	n/a
Political Restricted Post:	n/a

Job Purpose

A brief overview of the key objectives of the job:

The main purpose of the role is to provide an opportunity to an individual to gain practical experience in recording archaeological objects so that they can develop a career in the heritage sector as a small-finds specialist. As this is a learning opportunity, those with little or no direct experience/qualifications are needed for the post. Instead, we are looking for someone who is passionate about the past that wishes to pursue a career in heritage/archaeology

The successful candidate will be trained by and support the county's Finds Liaison Officer (FLO) so that they can experience the full range of activities carried out by the Portable Antiquities Scheme in order to develop their knowledge and skills. These activities will include:

- small finds identification and recording
- digital photography and image editing
- 3d modelling (photogrammetry)
- treasure administration
- community engagement
- small finds research
- answering public queries

Based in the Oxfordshire Museum's Service Museum Resource Centre, the role will be expected to record c.200 artefacts and to undertake discrete projects for the Finds Liaison Officer designed in collaboration with the Oxfordshire Museums Service. As well as giving you the chance to work alongside the Finds Liaison Officer to get a taste of working life in that area of work, you will also have the chance to:

- Gain knowledge and understanding of the Portable Antiquities Scheme
- Develop skills in identifying and recording in Prehistoric to Post Medieval artefacts typically found in Oxfordshire
- Develop foundational small finds research skills
- Develop skills in small finds photography and photo editing
- Support the OMS with engagement activities related to your work/role
- experience an overview of the museum curatorial process
- Work with the Museum Collections team to prepare a display highlighting the work of the Portable Antiquities Scheme

In both archaeology and museums, an issue with lack of diversity within the workforce has been identified (see Chartered Institute for Archaeologists and Museums Association) among those with disabilities, from low-income families, and from diverse ethnic backgrounds. This round of Headley Trust Internships contributes to the PAS Equality and Diversity Group strategy by providing opportunities for people from socially or economically disadvantaged backgrounds to gain experience to enter a career in archaeology or the museum sector. Priority will therefore be given for applications from candidates from these underrepresented groups and who have no qualifications or experience in the sector (paid or voluntary).

Please note that previous interns and detectorists are not eligible to apply for the internship.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- Learn to research, identify, photograph and record finds on to the Portable Antiquities Scheme database, to a consistent standard.
- Support the reporting of treasure items to the coroner and processing cases as required by the Treasure Act.
- To accompany the FLO to outreach events encouraging the recording of metal detected finds.
- To produce content highlighting small finds discovered in Oxfordshire and promoting the PAS to the wider public
- To undertake projects enhancing the Oxfordshire Museum Service collection or engagement materials
- Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Demonstrable good written and verbal communication skills	I/CV
Competent user of basic Microsoft Office applications	A
Demonstrable interest in archaeology, small finds and the history of Britain pre-AD 1700	I/CV
Willingness and aptitude to learn skills in photography, photo editing, finds handling and the uses of databases. Training will be provided for each of these skills	I/CV
Self-motivated with the ability to work autonomously when required	I/CV
Methodical approach to working with the ability to pay attention to detail.	I/CV/Test
Ability to communicate effectively with a wide range of people	I/CV

A team player, who works well with others	I/CV
Desirable Criteria	Assessed By:
A knowledge of the history and archaeology of the region	I/CV
Interest in and prior knowledge of a particular artefact class or period	I/CV
Understanding of the methods and theory of Archaeological study.	I/CV
Awareness of the challenges and possibilities of metal-detecting for archaeology	I/CV
The skills to produce social media and blog outputs.	I/CV/Test
Access to a Car is desirable	I/CV

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input checked="" type="checkbox"/>	Other (please specify): Working with hazardous materials such as lead.		