



GROUNDWORK SOUTH AND NORTH TYNESIDE RECRUITMENT PACK

Archaeology Coordinator - Supervisor Level 3



Groundwork South and North Tyneside

Charity Registration Number 1007918

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<https://www.groundwork.org.uk/south-and-north-tyneside/>



Better Health
at Work Award
Maintaining Excellence

The National Lottery Heritage Fund

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. Jarrow Archaeological Mission is made possible with The National Lottery Heritage Fund.

Thanks to National Lottery players, we have been able to re-open archaeological excavations at Jarrow, one of the most important archaeological sites in the Country, adding to Jarrow Hall's permanent collections, as we investigate potential areas of interest in Drewett's Park, South Tyneside..



The Groundwork Approach



The Groundwork movement began 40 years ago at a time of political, social and economic challenge, as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed than now.

What drives us is the recognition that in every community - however disadvantaged - there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings. Groundwork South and North Tyneside exists to harness that pride and unlock that passion through services, projects and programmes that change people's lives now but also make our communities across our region more resilient for the future.

We know that many people face multiple challenges - living in isolation or with significant health issues in communities with few facilities and limited employment prospects. We work with partners to address these challenges in three ways: we create better places, we improve people's prospects, and we promote greener choices.

Wherever and however we deliver, our approach will always be informed by our commitments:

- > **We will invest in the places and people that need us most**
Prioritising our resources to bring about lasting change by building skills and capacity within local communities where we can make most difference.
- > **We will grow a culture of equity and inclusion**
Operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- > **We will be committed to collaboration**
Forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact
- > **We will act as environmental exemplars**
Championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact



Why our Work is Needed

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a globalised economy and a changing climate. We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, net-zero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.

The UK is one of the richest nations in the world, yet many people in many communities face significant hardship

- Continued reductions in public spending means there is a risk of greater social inequality and greater social inequality and greater geographic disparity as services people rely on, are cut
- The neighbourhood services that enhance our quality of life- from youth clubs to parks-have felt the brunt of spending reductions
- As our economy and welfare system change, some people feel marginalised and vulnerable
- Environmental impacts- from flooding to energy price rises-impact disproportionately on those who have least protection,
- Addressing these challenges requires new ideas and approaches, engaging communities and businesses and shaping new ways of delivering public services

- ✓ 89% of community groups say their work is needed more than ever, but more than half say it got harder for them to operate in the last ten years
- ✓ 75% of people say they feel unable to influence decisions about what happens in their local area
- ✓ Nearly half of young people say they feel they don't belong to their neighbourhood
- ✓ 2.69 million people do not live within a ten minute walk of a green space. Those who are at greatest risk of poor physical and mental health, are more likely to miss out on the benefits of green space
- ✓ Around half a million young people were 'economically inactive' - not in learning or employment and not looking for work
- ✓ One in ten households in England is experiencing fuel poverty, rising to almost one in five for ethnic minority households
- ✓ 76% of adults say they are concerned about climate change
- ✓ 40% of young people admit to feeling 'overwhelmed' by the climate change
- ✓ 90% of SMEs said being sustainable was important for their business but more than half said they were finding it difficult to take action



Working for Groundwork South and North Tyneside



VALUES

Our values inform what we do and how we do it.

We are **environmentally aware** and focused on **communities in need**.

We are **collaborative**, show **integrity** and strive for **quality** in everything we do.



EQUALITY & DIVERSITY

We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.



SAFEGUARDING

We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Our safeguarding team ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved. Safeguarding is embedded in our organisational culture.



SUSTAINABILITY

Our federation strategy commits us to being environmental exemplars, which means embedding the principles of sustainable development in what we deliver and the way we work. Sustainable development means meeting our own needs without depleting natural resources for future generations. It also means recognising that our environment, economy and society are all connected.

Groundwork believes that the needs of local communities must be central to the way we tackle the climate and nature emergencies. Our ISO14001 accreditation supports our achievements.

What are we looking for?



We are a fast paced and diverse charity with an excellent track record in partnership working and high-quality delivery. Through our strategic theme of 'Enriching Lives through Environment, Culture and Heritage', we aim to inspire engagement and discovery informed by our past, present and future.

Our Cultural Services, onsite at Jarrow Hall Museum and outreach programmes have significantly developed over the past 3 years, and in April 2023, our organisation became an Arts Council National Portfolio Organisation. This provides a great foundation to further develop our offer and deliver our ambitions under our Jarrow Hall Masterplan.

We are looking for a motivated and flexible archaeologist to work with the Service Manager Research, Education and Learning, to reopen the pioneering archaeological excavation at Jarrow to help us tell the missing part of our story about every-day lives. The role is a highly-visible one which will see you working alongside staff and volunteers to help build a world-class venue; one delivering an ever-more exceptional experience to our broad audience of families, academics, cultural tourists, schoolchildren and more.

You will plan, organise and co-ordinate archaeological workshops, schedules of activity and community engagement events such as the Festival of Archaeology, develop a programme of archaeology on prescription and deliver workshops, visits, and talks with a focus on access for all and inclusivity. The role will include digital documentation and measurement of impact, using online content and social networks as appropriate and will facilitate true community engagement, giving residents and volunteers a voice to come together to plan and deliver activity.

We are looking for someone who is highly motivated, personable, and a strong communicator. To be successful, you will be solution focused, positive, pro-active. An interest in North East history and heritage is essential. In summary the job will involve the following four key areas;

- Community Engagement and Development
- Archaeology and Research Activity and Events Planning Quality
- Monitoring, Reporting and Evaluation
- Relationship Management



Our Groundwork Team

Board
of
Trustees

Chief Executive
Andrew Watts

Governance
Officer

Service
Manager -
Research,
Education
& Learning

Director of
Provision and
Achievements

Director
of
Corporate
Services
Manager

Head of
Commercial &
Environmental
Services

Head of
Development,
Communications
and Impact

Service
Manager-
Communities

Culture &
Heritage Team

Education Team

Route2Work
College

South
Tyneside
Young Carers

Training &
Enterprise
Network
North East

Finance Team

HR Team

Property
Team

Farm & Land
Team

Commercial
Services Team

Green Doctor
Team

Marketing
Team

Communities
Team

Role Details

Hours of Work: 37 hours per week; may include weekend and evening work. Standard terms and conditions apply. Fixed term 2 year contract,

Work Locations: Based at Jarrow Hall

Salary: £26,609 per annum

Reporting to: Service Manager - Research, Education and Learning

Main Duties & Responsibilities

Community Engagement and Development

- Put local people in the lead, ensuring accessible engagement opportunities for target audience groups.
- To take a lead role in marketing and promoting activities and events
- Support volunteer participation in planned group activities, breaking down barriers to volunteering and providing quality advice and guidance to all who engage with our volunteering programme.
- Regularly liaise with link workers, voluntary & community sector partners, and community groups to ensure development of robust referral pathways.
- Use digital channels such as website and social channels to create engagement opportunities for our audiences
- Nurture an inclusive environment for people of all backgrounds and cultures.

Archaeology and Research Activity and Events Programming

- Work in partnership with external contractors and the Research, Education and Learning Service Manager to plan, organise and deliver archaeological excavation sessions.
- Supervise volunteers on the archaeological excavation, providing them with appropriate guidance and feedback
- Work efficiently in accordance with required standards ensuring the project aims and methodology are followed
- Work in accordance with appropriate Health and Safety policy and guidelines including maintaining and wearing any PPE allocated and ensuring Health and Safety information is cascaded to the project team
- Support the Service Manager by assisting with project & site logistics and administration



Main Duties & Responsibilities

Archaeology and Research Activity and Events Programming

- Be able to talk knowledgeably and appropriately to site visitors, colleagues, clients, Planning Archaeologists and other stakeholders
- Contribute to and support positive morale within project teams
- Drive company vehicles and transport colleagues and equipment to site
- Undergo any training required and be responsible for undertaking and promoting own CPD
- Undertake post-excavation work, including archiving, assessment, grey literature reports and produce media content and notes for publication to support the post-excavation team
- Contribute to outreach and public engagement activities to promote research and public benefits of archaeology
- Plan, organise and deliver archaeological themed workshops in line with the narrative of Jarrow Hall Anglo-Saxon Farm, Village and Bede Museum, actively seeking suitable opportunities to celebrate archaeology e.g. Festival of Archaeology.
- Create schedules of activity and opportunities for true co-creation of interpretation material and archaeological exhibitions, to ensure local residents feel empowered and engaged in excavation opportunities.
- Support the development of “archaeology on prescription” for people experiencing isolation or mild to moderate poor mental health.
- Support the delivery of the Level 3 in Archaeological Practice certificate.

Monitoring, Reporting and Evaluation

- Ensure that all records and archives (physical and digital) are completed accurately, checked and lodged with the archives team following completion
- Accurately support all data collection including baseline surveys, reviews, volunteering time and value and financial reporting for volunteering projects, assisting in accurate and timely reporting to funders.
- Regular review of business and financial plans alongside the Service Manager and Operations Manager.
- Effectively utilise resources, planning resource requirements and costing where appropriate, in line with Groundwork’s environmental ethos
- Recording Trust specific data including Key Performance Indicators and reporting against project plan targets
- To actively manage project risks and inform future delivery plans.
- Work alongside the Service Manager to review annual performance, and developing the team Business Plan





Main Duties & Responsibilities

Relationship Management

- To work as part of the Groundwork Team building good working relationships with colleagues.
- To positively raise the awareness of Groundwork through engagement with a variety of partners and clients such as local residents, community groups, voluntary organisations, local schools, training providers and private companies and academic institutions.
- Develop effective relationships with a range of individuals and organisations to support additional activities and events, as well as new areas of work

Additional Responsibilities

- To work as part of the Groundwork Team building good working relationships with colleagues.
- To positively raise the awareness of Groundwork through engagement with a variety of partners and clients such as local residents, community groups, voluntary organisations, local schools, training providers and private companies and academic institutions.
- Develop effective relationships with a range of individuals and organisations to support additional activities and events, as well as new areas of work



Organisational Responsibilities

- **Investors in People** - Groundwork South and North Tyneside is committed to working within the principles of Investors in People (IIP) status and you are expected to support the ongoing development to support this.
- **Health & Safety** - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
- **Equal Opportunities & Diversity** - Groundwork South and North Tyneside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
- **Data Protection** - Groundwork South and North Tyneside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.
- **Personal Development** - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
- **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.



Person Specification

	ESSENTIAL	DESIRABLE
Education and Teaching Qualifications	<ul style="list-style-type: none">• Degree in archaeology/related subject or equivalent qualification/substantial practical experience of commercial/community archaeology	<ul style="list-style-type: none">• Post graduate qualification in a relevant subject• Teaching qualification
Experience and knowledge	<ul style="list-style-type: none">• Experience and knowledge of commercial archaeological recording systems and techniques (both physical and digital) including surveying• Experience of public engagement and outreach• Experience of line management and supervising a team to meet deadlines	<ul style="list-style-type: none">• Experience of writing project designs, grey literature and other reports, desk-based assessments and other specialisms such as building recording, IT applications etc• Knowledge of ClfA and Historic England (HE) Standard and Guidelines• Interest and knowledge of British Archaeology, particularly the archaeology of the North East and Anglo-Saxons



Person Specification

ESSENTIAL		DESIRABLE
Competencies	<ul style="list-style-type: none">• Good working knowledge of Health and Safety requirements in archaeology• Good working knowledge of construction sites and the construction process• Good working knowledge of the UK Planning system• Good IT skills including Microsoft Teams, Office, survey software, GIS, CAD and web resources and willingness to learn new skills	<ul style="list-style-type: none">• First Aid Qualification
Values and Attitudes	<ul style="list-style-type: none">• Confident and professional• Value the work of community groups and local artists and freelancers• Committed to culture and heritage• Ability to motivate self and others• Focused and flexible• Ability to work positively as part of a team and mentor others	



Person Specification

ESSENTIAL		DESIRABLE
Personal Skills	<ul style="list-style-type: none">• Innovative and creative thinker/problem solver• Good interpersonal skills• Proven organisational skills to enable effective project management• Ability to work as part of a team• Proven ability to achieve deadlines whilst still maintaining quality• Ability to use own initiative, work without supervision and report back to Line Manager as needed• Good prioritisation and organisational skills• Good English Language communication both written and oral• Good communication skills and able to interact well with a variety of stakeholders• Enthusiastic, highly motivated and pro-active• Excellent people management skills• Ability to administer project budgets and resources effectively• Ability to work in an outdoor environment in all weathers, as the role involves physically demanding work, including outdoor manual labour, lifting, carrying and repetitive manual work	

Person Specification

ESSENTIAL		DESIRABLE
Additional Requirements	<ul style="list-style-type: none">• This post is subject to a satisfactory DBS check• Willingness to work out of office hours, including weekend• Clean and Valid Driving Licence and willingness to drive company vehicles• Use of emails, sage HR system, timesheets and any additional related systems is mandatory.	<ul style="list-style-type: none">• Have access and use of your own car

What will we offer you

As a charity, we have a great team of passionate people who are committed to our vision, supporting our local communities and delivering the best outcomes for local people across a large and diverse range of projects. You can learn more about the great work we do by visiting our website

<https://www.groundwork.org.uk/south-and-north-tyneside/>

You'll get;

- Enhanced Pension Scheme
- Excellent holiday entitlement of 25 days, rising to 28 days per annum plus public holidays
- Family friendly policies to support work/life balance and time off in lieu for out of hours work
- Business travel expenses
- Better health at work activities
- Access to a Cycle to Work Scheme
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff Death in Service scheme
- Friendly, team environment where we support each other to achieve





Groundwork South and North Tyneside strive to have a diverse and inclusive workforce that is representative of the communities we serve. We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

Groundwork South and North Tyneside is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Join Our Team

Groundwork South and North Tyneside

www.groundwork.org.uk

