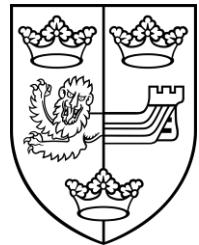


St Edmundsbury Cathedral



JOB TITLE: Cathedral Archaeologist

JOB SUMMARY: The Cathedral Chapter wishes to appoint a Cathedral Archaeologist to act as its professional adviser on all matters for which it has archaeological responsibility as required by The Care of Cathedrals Measure 2011.

Applicants should hold graduate or post-graduate qualifications in archaeology or a related subject; have a strong background in buildings archaeology as well as below-ground archaeology, in particular with regard to church archaeology; be able to organise and carry out small-scale programmes of archaeological recording and excavation; and be conversant with legislation which impinges on archaeological work, such as Health and Safety, CDM, CFCE and Ministry of Justice regulations concerning human remains, Listing and Scheduling controls and ecclesiastical legislation.

Ideally, you will also have the ability to communicate passion for and knowledge of the Cathedral's archaeology simply and effectively to a range of local and national stakeholders and to engage the interest of the local community in archaeological matters.

You will be required to attend meetings of the Fabric Advisory Committee which usually take place three times a year.

REMUNERATION: A retainer of £1,600 per annum plus travelling expenses for attendance at three FAC meetings and possibly one Chapter meeting per annum. Additional visits and other work to be carried out at an agreed daily/hourly rate plus expenses.

OVERVIEW

The Care of Cathedrals Measure 2011 requires that no works be implemented which might materially affect the archaeological character or any archaeological remains in or under the cathedral church or within the precinct of the cathedral, including works to the fabric of the cathedral church and any other buildings in ecclesiastical use, unless the proposals have been approved under the Measure. Additionally, certain parts of the precinct may be subject to scheduling under the Ancient Monuments and Archaeological Areas Act 1979, and certain buildings within the precinct may be listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The Care of Cathedrals Measure states that it is the duty of the Chapter of a cathedral to appoint a cathedral archaeologist unless, in the view of the Cathedrals Fabric Commission for England, the archaeological significance of the cathedral does not justify it. All Cathedral Archaeologist appointments therefore have a role in statutory planning regulation and a responsibility to uphold the requirements of the Care of Cathedrals Measure as they relate to archaeology.

All cathedrals also appoint a Cathedral Architect or Surveyor to the Fabric, who holds a similar statutory role as regards the standing buildings and setting. In most cathedrals there will be overlap in the interests and jurisdiction of the Cathedral Architect and Cathedral Archaeologist.

ST EDMUNDSBURY CATHEDRAL

Formerly the parish church of St James and, since 1914, the Cathedral Church of St James and St Edmund, the Cathedral stands at the edge of the former Benedictine abbey of St Edmund. It was built by the monastery as St Denis, rebuilt in the 12th century as St James, rebuilt in late Perpendicular style from 1503, subject to major restoration by Gilbert Scott in the 1860s, and then transformed by Stephen Dykes Bower into a worthy cathedral from 1959 onwards, including incomplete cloisters on the north side. Dykes Bower's work was continued by others, notably with the completion of the tower in 2005.

The precinct lies to the north, in an area that was once part of the monastic precinct and known as Palace Yard. The completion of Dykes Bower's cloister is a long-term aim of the Cathedral.

ROLES AND RESPONSIBILITES

The Cathedral Archaeologist is concerned with:

- What is defined in the Care of Cathedrals Measure as "archaeological remains" meaning the remains of any building, work or artefact, including any trace or sign of the previous existence of the building, work or artefact in question;
- Below ground evidence, including human remains, standing structures, the cathedral precinct and its historical development, and artefacts associated with the cathedral;
- Understanding these historic elements and the potential impact of change on them;
- Communicating that understanding as appropriate to others including those responsible for outreach;
- All aspects of the archaeological process from initial identification of significance through to publication and archiving of results from investigations;
- Working with professional colleagues having a shared interest in archaeological matters broadly defined, such as the Cathedral Architect, in-house masons etc.

PRINCIPAL TASKS

- To act as the professional advisor to the Chapter on all matters for which it has archaeological responsibility;
- To attend, ex officio, meetings of the Fabric Advisory Committee (FAC) as the Chapter's professional advisor and a non-voting member;
- To produce an annual report to the Chapter summarising works carried out and outlining how identified archaeological priorities are being addressed;
- To initiate assessments and/or strategic plans for the management of the cathedral's archaeology, including the development of research agenda;
- To respond to consultations on proposals for works, whether recommended by the Cathedral Architect or Surveyor or authorised by the Chapter to be carried out by its works staff, or the local authority, or statutory undertakers;
- To prepare initial appraisals and assessments for proposed works that might destroy, reveal or conceal material of potential archaeological significance, advising on the likely scope, outline costs and timescale of any required work;
- To organise and carry out small-scale programmes of archaeological recording and reporting;
- To prepare briefs for further desk-based assessment, field evaluation and major programmes of excavation and recording by appointed contractors in mitigation of impacts by works or for other purposes; to review their Written Schemes of Investigation and recommend their approval or otherwise to the Chapter;
- To advise Chapter on the best available quality and value of archaeological work when an external archaeological contractor is to be appointed;
- To monitor work by appointed contractors, ensuring it has clear aims and objectives, includes adequate post-excavation analysis, generates a sufficient project archive and concludes with appropriate publication of results;

- To ensure in conjunction with appropriate colleagues that the Cathedrals Fabric Commission for England is aware of the archaeological dimension of proposed works and projects and of results arising from approved archaeological work;
- To liaise with the Architect or Surveyor over preparation of the Quinquennial Inspection Report, progress with current projects and preparation of new ones;
- To advise the Chapter on the development of a policy for the deposition of archaeological archives (paper, electronic and finds) in a suitable place;
- To advise the Chapter on the relevant sections of the Inventory and on the proper storage and curation of archaeological material registered on the Inventory including finds made during project work;
- To ensure personal continuing professional development with regard to research and methodologies for cathedral archaeology generally;
- To advise on relevant legislation and permissions in relation to proposals for works, and on relevant legislation, such as Health and Safety regulations, Construction Design and Management (CDM) regulations, Ministry of Justice regulations concerning human remains, listing and scheduling controls, ecclesiastical legislation, etc.;
- To advise upon contingency arrangements for disaster planning;
- To engage with local stakeholders and interested parties and disseminate information about the archaeology of the Cathedral.

The Cathedral Archaeologist should have the right to ask authority from the Chapter to obtain a second opinion on an important and complex problem. Likewise, the Chapter should be able to call for a second opinion, having informed the Cathedral Archaeologist of its intentions.

Attendance at meetings

- The post-holder is required under the Care of Cathedrals Measure to attend, ex officio, meetings of the Fabric Advisory Committee which take place three times a year.
- Attend progress meetings with the Architect as necessary.
- Attend Chapter meetings to advise on archaeological matters as necessary.

PERSON SPECIFICATION

Essential

- A graduate or post-graduate qualification, in archaeology or a related discipline;
- Proven experience in the survey and analysis of historic buildings and archaeological sites, with special reference to church archaeology;
- Proven experience of working successfully in an archaeological curatorial capacity;
- Knowledge of the legislative and planning framework as it pertains to archaeology;
- Familiarity / capability with standard and relevant specialised IT packages;
- Ability to conduct minor excavations and recording work including working at heights and on scaffolding;
- A positive approach to team-working with cathedral staff and other professionals;
- Able to demonstrate an understanding of and sympathy with the aims and objectives of St Edmundsbury Cathedral.

Desirable

- Membership of the Chartered Institute for Archaeologists (ClfA);
- Current active research interests in relevant aspects of church archaeology including an established record of academic publication;
- Motivation and skills for communicating the interest of cathedral archaeology to non-specialist audiences;
- Knowledge of ecclesiastical buildings legislative systems
- Membership of the Society for Church Archaeology

This job description is an operational document and does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly part of the job description but are nonetheless necessary in the day to day performance of your duties. St Edmundsbury Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

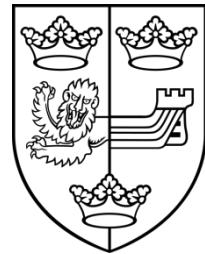
Closing date: 5pm on Wednesday 22 January 2020

Interview: Wednesday 19 February 2020

Please send your CV and Reference Request Form (next page) to:

Sarah-Jane Allison
Administrator - People & Policies
St Edmundsbury Cathedral
Abbey House
Bury St Edmunds
IP33 1LS
Email: HR@stedscathedral.org
Tel: 01284 748720

St Edmundsbury Cathedral



From the Administrator – People & Policies

Reference Request

Name:

Job Title: Cathedral Archaeologist

Please give details of two people willing to act as referees, one of whom should be your previous employer. Relatives must not be given as referees.

Name:	Name:
Address:	Address:
Email:	Email:
Tel No:	Tel No:
Position / Occupation:	Position / Occupation:

Obtaining references is an essential part of our recruitment process. Successful appointment will depend on us receiving satisfactory references.