



Chartered
Institute for
Archaeologists

Professional pathways October 2023 bulletin Aim for Associate

Welcome to the latest edition of Professional pathways for people who are working towards [Associate applications](#). This edition will look at how your project management skills can help you to take control of your work and your career planning. Previous bulletins can be found on the [professional pathways page](#).

Professional pathways aims to support members through the CIfA accreditation process by signposting to useful advice, resources and training that will help members to build on their existing knowledge and skills and reach the next stage in their professional career.

In this bulletin:

- How increasing your project management skills can enhance your career and help you make a successful Associate application
- What can you do next?

How increasing your project management skills can enhance your career and help you make a successful Associate application.

You might assume that project management skills are for those with 'Manager' in their job title or are not applicable to those working below MCIfA level. In fact you might be expected to take significant responsibility for planning and completing your own work, as well as supervising other members of staff. You may be a supervisor or mentor on site or need to manage your own time. Project managing daily tasks will give you confidence to make decisions based on your level of knowledge and practical skills. It will also be the start of a journey into understanding how and why different approaches to work can be taken and ultimately to you taking control of your workstream.



Project management skills provide a range of tools and techniques that you can use in your current work role to help increase your efficiency, meet deadlines, help with day-to-day work planning and develop the skills you need to take more responsibility. If you can organise and carry out your workstream you will be an asset to any employer and organisation, as well as more able to manage your own work. It is a good idea to speak with your line manager to help identify these opportunities as part of your performance development appraisals.

Other ways to develop your skills include the [Introduction to project management](#) lunch and learn session delivered by Martin Locock MCifA. It is designed for people working in the sector who have had little contact with project management and covers project management as a discipline, common terminology and acronyms, the role of a project manager in the heritage sector, and challenges faced by those new to the role.



Having an overview of a project, appreciating the part that everyone plays and the most appropriate approach will help you to demonstrate the skills set out in the [competence matrix](#) and [ethical performance criteria](#) under 'autonomy', 'coping with complexity' and 'perception of professional context'. Being able to give examples of how you have applied your professional judgement to make ethical decisions, how you have solved problems or challenges and how you evaluate the success of your actions will help to demonstrate that you are ethically, as well as technically, competent.

Historic England offers free online training on [MoRPHE project management](#) that you can study at your own pace and will take around four hours. It is tailored to the Historic England approach to project design and is a good introduction to creating project proposals and tracking your progress.



You can also use project management skills to plan your career. If you have a clear aim you can think about what steps you need to take to progress your career to get there and set a time frame for achieving your goal. Working through the e-learning module **Planning your career: understanding Personal Development Plans and Continuing Professional Development** will help you to plan for your own development. Once you have the tools to plan and complete a project you can use them to approach any tasks as a series of steps and this can help to break large and difficult things into more manageable parts that you can focus on in turn.

If this has sparked your interest in project management you might be interested in joining the CifA [Project Management special interest group](#).



Further reading

<https://www.nauticalarchaeologysociety.org/diving-into-project-management>

Here Kirsty Dingwall of Headland Archaeology describes [how she became a project manager](#) and what her job entails (courtesy Headland Archaeology).

What can you do next?

If you feel ready to put in your application you can find all the resources you need on [our Join pages](#).

The next application deadlines for Associate (ACifA) applications are:

- 9 October for 31 October meeting
- 20 November for 12 December meeting

Find out how to apply here <http://archaeologists.net/join/acifa>.

ACiFA accreditation: a step-by-step guide is a short digital workshop starting at 12pm on 10 November. It is aimed at anyone currently working on an application or upgrade for ACiFA accreditation with CifA. This session is geared towards those who have questions about the application process and there are [more details and information about how to book here](#) (spaces are limited).

We're continuing our Zoom digital breaks in rotating morning, lunchtime and evening time slots. Look out for the registration link on the website and in your e-mail. We are repeating some of the more popular themes so please let us know if there's something you missed that you'd like to see again, or if you have an idea for a topic. E-mail us at membership@archaeologists.net



Our innovation festivals provide an opportunity to showcase and celebrate the innovative practices and approaches being undertaken across the historic environment sector, whilst tabling for wider discussion some of the identified barriers and challenges to implementing innovation in archaeological research. Our next week-long virtual festival will be held from 9 - 13 October 2023 and will comprise a mix of short sessions on each day along with opportunities for open discussion, CPD and knowledge transfer. For more information about the festival and how to book [see our Innovation festival page](#).

Any questions or suggestions?



If you've got a question about CifA or careers please send it to anna.welch@archaeologists.net or for membership enquiries contact lianne.birney@archaeologists.net. You'll get a confidential answer but if the information could help others it will be included in an anonymised FAQs section. If you have suggestions for the next bulletin please send them in.

Two handwritten signatures in black ink. The first signature is 'Anna' and the second is 'Lianne'.

Anna Welch BA MA ACiFA, Professional Development & Practice Coordinator

Lianne Birney BA MCiFA, Membership Manager