



The Early Careers group is looking to recruit two new members to our committee!

Who we are.

The Early Careers Group is one of several Special Interest Groups for the Chartered Institute for Archaeologists. Founded in 2012, the Group aims to support archaeologists in the early stages of their career pathways to come together to support one another, share their experiences and amplify their own voices. Our committee itself is made up of entirely early careers people, featuring consultants, field archaeologists, students and finds specialists.

We believe that this lived experience and knowledge is essential, as there can be many obstacles to both studying and working within the archaeological sector. Our membership numbers nearly 1000 members across the world, with the majority of our members based in the UK. The phrase 'early careers' has often been misconstrued as 'young people' however we firmly believe anyone can identify as an early careers individual and it is not based on age. Many people will become involved in archaeology as a career change or a decision later in life. All these aims culminate in our group motto:

Your Profession, Your Future, Your Voice

What we do.

Our work has evolved dramatically since 2012. We are now a key advisory group for a number of heritage groups and organizations, with CIfA our predominant collaborator. We are currently involved in discussions regarding salary benchmarking, policy and standards, and how best to support those studying archaeology in university settings. We also attend several events a year as a group or individual committee members, including conferences and networking events.

Through our developing Early Careers blog on Wordpress and our four social media channels, we aim to provide a platform to share information and opportunities that will support early career professionals, students and those contemplating a career in archaeology and associated fields. We have also in the past held more personalised events, such as CV discussions, employability talks and student networking forums.

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1. Ordinary Committee Member

The EC SIG is looking for an Ordinary Committee member to join our current team of 6. The role involves the following:

- attend committee meetings to discuss group activities / areas of interest and suggest agenda items
- support the Officers with their responsibilities, if needed (Chair, Secretary and Treasurer)
- keep up to date with the group's three-year plan and help to action / suggest ideas
- can take on specific roles agreed by committee to support the Group's constitution eg Advisory Council rep, Social media manager, Events coordinator, Newsletter editor, Communications manager

2. Ordinary Committee Member - Communications Officer

The EC SIG is looking for an Ordinary Committee member to join our current team of 6, with an interest in social media and communications.

The role can include responsibilities listed above however the core of this role would be the running and content creation for our social media channels. We currently have an Instagram (928 followers), Facebook public group (809 members), X (610 followers) and LinkedIn private account (27 members). This role would be perfect for someone wishing to develop their social media skills in a supportive and thriving environment. Ideally it would involve independent work however you would receive support and ideas from all those on the committee, especially the Chair and Secretary. The role involves the following:

- Attend committee meetings to discuss group activities / areas of interest and suggest agenda items
- Running our social media accounts with posting content, stories and responding to DMs or comments.
- Creation of social media content using our go-to tool Canva or using our stock of available photos from our activities.
- Ensuring the EC SIG social media policy is upheld across our platforms.

What you are like:

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- A member of CIfA at **Student, Affiliate, Practitioner (PCIfA), Associate (ACIfA) or Member (MCIfA)** level
- Able to volunteer (virtually or in-person depending on the circumstance) **between 5 to 8 hours per month**. We hold a monthly meeting online in the evening to plan and discuss ideas. Attendance isn't mandatory each month but we are keen to create an equitable environment with a shared workload amongst members.
- An **engaged individual** who identifies as early careers themselves, works/volunteers alongside those within their early careers or is simply interested in helping those within their early careers.
- A team player who is **happy to collaborate with others** and provide input for events, activities, and objectives.
- Happy to be **innovative**, and potentially lead your own projects and ideas with the EC SIG (for example, monitoring and editing blog posts for publication on our blog).

Benefits of volunteering

- An excellent continuing professional development opportunity. This is an ideal thing to discuss on your CV, in interviews or at networking events.
- A warm and welcoming committee who is keen to support each other and allow for creativity in events and activities. Many of our committee members have family/personal commitments and we take these into consideration as much as we can to allow for flexibility.
- The opportunity to develop your public speaking, networking or soft skills. For example, you may suggest leading a CV workshop or speaking at a conference with the EC SIG's support!
- Continuing opportunity for discussion at senior levels about important areas of the archaeology sector (for example salary benchmarking). Networking can also happen in-person at events where you can meet employers and senior staff within the sector.
- Accessible. A lot of our volunteer work happens online within hours outside of work schedules (or within them if feasible with your employer/educational setting/personal schedule). We aim to support expenses for travel, accommodation and event supplies as much as possible.
- Collaboration with different groups such as the Council for British Archaeology, Historic England, University Archaeology UK, BAJR, and other CIfA SIGS!