

### INTRODUCTION

Our *Yearbook and directory* is a useful source of information for professional archaeologists, and those working in related disciplines, development, construction, town and country planning, environment and members of the public who wish to contact professional archaeologists. The following sections describe the role of archaeologists, and the measures undertaken by their professional Institute to help ensure that they can be trusted as technically competent, ethically sound professionals working for the greater good.

### WHAT IS THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS?

The Chartered Institute for Archaeologists (ClfA) is the leading professional body representing archaeologists working in the UK and overseas.

The objects of the Chartered Institute are

- to advance the practice of archaeology and allied disciplines;
- to define and maintain proper professional standards and ethics in training and education in archaeology, in the execution and supervision of work, and in the conservation of the archaeological heritage; and
- to disseminate information about archaeologists and their areas of interest

### WHAT DO ARCHAEOLOGISTS DO?

Archaeologists study, and care for, the past through its physical remains. These remains whether built, buried, on land or underwater, extraordinary or every day, magnificent or mundane all contribute to our historic environment. The resources of the historic environment, like those of the natural environment, are for the benefit of everyone in society, today and in the future, and need to be treated with care and expertise. Archaeologists have a unique set of skills to tap into these resources – to find them, to explore them, to manage them and to realise their full potential for education and research, the improvement of our environment and the enrichment of people's lives.

### HOW DO WE DELIVER OUR AIMS?

ClfA represents the interests of archaeology and archaeologists to government, policy makers and industry, set standards for archaeological practice and issues guidelines to support these, improves career prospects by promoting professional development and providing training opportunities, and, through our Registered Organisations scheme, improves employment practices and raises standards of work.

We also provide archaeologists with the organisation, structures and mechanisms for self-regulation via our *Code of conduct* and supporting regulations and standards. This means that as a profession, we take responsibility for the assurance of the quality of our work, monitor it, and hold accredited professionals to account.

The objectives in our 2010–20 Strategic Plan are to:

- 1 increase understanding of the role of archaeologists in society and improve our status

- 2 inspire excellence in professional practice
- 3 strengthen the relationships between archaeologists across the historic environment and other sectors
- 4 make ClfA accreditation and registration essential demonstrations of fitness to practise
- 5 develop a stronger influence on historic environment policy
- 6 give archaeologists a credible, effective and efficient professional Institute.

### PROFESSIONAL MEMBERSHIP

#### INDIVIDUAL MEMBERSHIP

There are five categories of membership open to individuals. Three are professionally accredited (Practitioner, Associate and Member) and two are non-accredited (Student and Affiliate).

#### PROFESSIONAL ACCREDITED GRADES

All accredited members are required to abide by the Institute's *Code of conduct* and undertake 50 hours of CPD over two years. They have been assessed on their technical competence and ethical suitability including professional skills relevant to their grade. Accredited members carry full voting rights.

##### ■ PRACTITIONER (PCIfA)

Practitioner level of professional accreditation is open to those who have undertaken skilled tasks within the historic environment sector under the guidance of others, have carried out some complex work under a level of supervision, and perceives the context of their role. This is usually the grade to apply for if you are upgrading your membership from our non-accredited grades (Student or Affiliate) and are in the early stages of your career in the historic environment.

##### ■ ASSOCIATE (ACIfA)

Associate level of professional accreditation is open to those who have carried out, delegated or brought to conclusion pieces of work within the historic environment sector, with some autonomy but without holding ultimate responsibility. You will have some examples of work which include some complex work and can be co-authored.

##### ■ MEMBER (MCIfA)

Member level of professional accreditation is open to those with the highest level of responsibility within the historic environment sector with sole responsibility to initiate, negotiate, carry out and/or delegate, and bring to conclusion pieces of work. Members are in charge of organising and running large, complex projects from beginning to end, or in highly skilled, specialist work. You will have various examples of complex work that you are the sole author of.

Further information about professional accreditation and the competencies for each grade can be found at [www.archaeologists.net/join/Individual](http://www.archaeologists.net/join/Individual). A full list of accredited archaeologists can be found on pages 40–102 in this yearbook.

Distinguished archaeologists may be transferred to the Honorary Member (HonMCIfA) category by the Board of Directors, in recognition of the significant service which they have rendered to archaeology. Any individual who is transferred into the category retains their accreditation.

## NON-ACCREDITED MEMBERSHIP GRADES

There are two non-accredited membership grades. These grades are not assessed for technical competence or ethical suitability: Non-accredited members agree to support the Institute's *Code of conduct* but are not accountable under it.

### ■ AFFILIATE

This is appropriate for those who have an active interest in archaeology or who do not yet qualify for accreditation. Additionally, voluntary sector archaeologists may wish to apply at this grade, although they are encouraged to apply for professional accreditation if they fulfil the criteria.

### ■ STUDENT

This is open to those following a full- or part-time course in which archaeology and/or heritage management is studied in greater or equal weight than another subject, at undergraduate or post-graduate level. Those studying courses by distance learning, for HNDs or accredited Certificates may also apply. Student membership may be retained for up to 12 months after graduation.

## REGISTERED ORGANISATIONS

ClfA's Registered Organisation scheme is a unique quality assurance scheme for the historic environment. It is a badge of commitment to professional standards and competence.

Registered Organisations have demonstrated the requisite skills to provide informed and reliable advice, execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost, and subscribe to codes of professional conduct and practice.

A list of Registered Organisations and further information are on pages 31–39 or on our website at [www.archaeologists.net/find](http://www.archaeologists.net/find).

## CODE OF CONDUCT, REGULATIONS AND STANDARD AND GUIDANCE

The object of the Institute's *Code of conduct* is to promote those standards of conduct and self-discipline required of a professional archaeologist in the interests of the public and in the pursuit of the study and care of the physical evidence of the human past.

The fuller understanding of our past provided by archaeology is part of society's common heritage and it should be available to everyone. Because of this, and because the historic environment is an irreplaceable resource, members both corporately and individually have a responsibility to help conserve the historic environment, to use it economically in their work, to conduct their studies in such a way that reliable information may be acquired, and to disseminate the results of their studies.

The code indicates the general standard of conduct to which members of the Institute are expected to adhere, failing which the Institute may judge them guilty of conduct unbecoming to a member of the Institute and may offer advice and support for their necessary professional development, or may reprimand, suspend or expel them.

Members of ClfA are expected to adhere to the five principles of the *Code of conduct*.

### Principle 1

A member shall adhere to high standards of ethical and responsible behaviour in the conduct of archaeological affairs.

### Principle 2

The member has a responsibility for the conservation of the historic environment.

### Principle 3

The member shall conduct his/her work in such a way that reliable information about the past may be acquired, and shall ensure that the results be properly recorded.

### Principle 4

The member has responsibility for making available the results of archaeological work with reasonable dispatch.

### Principle 5

The member shall recognise the aspirations of employees, colleagues and helpers with regard to all matters relating to employment, including career development, health and safety, terms and conditions of employment and equality of opportunity.

Each principle of the code is underpinned by a number of more specific rules. A full copy of the *Code of conduct* is on ClfA's website at [www.archaeologists.net/codes/ifa](http://www.archaeologists.net/codes/ifa).

Supporting the *Code of conduct* are seven further regulations. These are

- Regulations for professional conduct
- Regulations for the registration of organisations
- Membership regulations
- Regulations governing area and special interest groups
- Regulations for the Board of Directors
- Regulations for the Advisory Council
- Regulations for the procedure at general meetings.

In addition, ClfA has 13 standards and guidance documents that are binding on all members and Registered Organisations. These are the *Standard and guidance for*

- archaeological advice by historic environment services
- historic environment desk-based assessment
- archaeological field evaluation
- archaeological excavation
- an archaeological watching brief
- the archaeological investigation and recording of standing buildings or structures

## GENERAL INFORMATION

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- the collection, documentation, conservation and research of archaeological materials
- stewardship of the historic environment
- nautical archaeological recording and reconstruction
- the creation, compilation, transfer and deposition of archaeological archives
- forensic archaeologists
- geophysical survey
- commissioning work on, or providing consultancy advice on, archaeology and the historic environment.

Standards are only a few lines long, and deliberately lack detail. In part this is because it is impossible to foresee every circumstance and prescribe for each an investigative method. Nor does the Institute seek to dictate to its members in detail the means by which projects are conducted, but to outline procedure by which outcomes or products can be attained and against which performance can be monitored. The historic environment expert is left free to make a considered selection of appropriate established techniques and to develop new methods.

If the project has failed to meet the outcome specified in the standard because of the way in which it was conducted, the standard has not been met. It is a 'sub-standard' project. The caveat is in the expression in the standard 'as far as is reasonably possible', because there may be good reason why a well-conducted project stood no chance of success.

Defining 'reasonably possible' relies on shared professional judgement and values. This is where the guidance section comes in: it is not binding but advises on what the professional presently considers good practice. Departures from the guidance should be undertaken with caution, and it is advisable to document the reasons.

The standard defines a required outcome and the guidance advises in broad terms how the profession currently anticipates that the end product will be reached. Professional practitioners are likely to produce their own more detailed handbooks and procedures documents on how they interpret and implement ClfA guidance.

ClfA *Standard and guidance* have many potential applications, but are principally used by:

- those involved in commissioning archaeological work, be they developers and their agents, planning archaeologists, or archaeologist designing their independent research, to define the quality required
- those undertaking the work, to assist in their own quality management and to show clients and peers that they are attaining a certain quality.

The *Standard and guidance* apply equally to paid or unpaid archaeologists. For accredited archaeologists and Registered Organisations compliance with the standard is an obligation

of membership/registration: failure to meet the standard may be judged to be in conflict with the regulations through the Institute's professional conduct procedures.

## MAINTAINING STANDARDS IN PRACTICE AND PROFESSIONAL ETHICS

ClfA's accredited professionals (PCIfA, ACIfA and MCIfA) and Registered Organisations have agreed to be bound by an ethical code, have demonstrated necessary technical and ethical competence, and are subject to the oversight of peers.

Our professional conduct process and its sanctions provide that oversight, underpinning an Institute's primary function of public and consumer protection, ensuring that clients and society in general receive the best possible service from the profession. In fulfilling this role, the Institute also protects the reputation of the remainder of its membership.

It is not just public or clients who may raise allegations. It is important that individuals and/or organisations are able to raise their concerns with ClfA if they believe our members/ archaeologists and/or Registered Organisations have failed to comply with the Code of conduct. Allegations may also refer to other relevant by-laws, regulations, standard and guidance or policy statements.

Complaints or allegations are dealt with in accordance with the regulations for professional conduct.

## GOVERNANCE

The Institute is a democratic membership organisation and is governed by its Royal Charter and by-laws. The Board of Directors is responsible for managing the affairs of ClfA in accordance with the charter, by-law and regulations, with the day to day running of ClfA carried out by the staff. The Advisory Council represents the interests of the membership and offer thoughtful and detailed advice to the Board of Directors on policy, strategy and potentially controversial decisions.

The Board of Directors has up to 12 members which include the honorary chair, honorary treasurer, six further elected members, the Chief Executive, a staff member, and the option for two further members to bring in relevant expertise. Elections are for a three-year period with the option of standing for a further three-year term. The Board of Directors usually meets six times per year, and in addition, board members will be invited to attend meetings of the Advisory Council.

## ADVISORY COUNCIL

The Advisory Council has up to 40 members, 20 of which are elected and up to 20 filled by representatives from each individual special interest or area group.

Elected positions are for a three-year period with the option of standing for a further three-year term. Nominated representatives from groups are for a one-year period. The Advisory Council usually meets three times a year and will invite members of the Board of Directors to attend.

A current list of ClfA board and Advisory Council members can be found on page 13 or on our website at [www.archaeologists.net/organisation/council](http://www.archaeologists.net/organisation/council).

## STANDING COMMITTEES

The Board of Directors delegates some of the processes set in the regulations to its standing committees. At present these are:

### REGISTRATIONS COMMITTEE (ORGANISATIONS)

This committee manages ClfA's Register of Organisations, including considering new applications, annual registration (including monitoring inspections) and promotion of the Registered Organisation scheme to both archaeologists and non-archaeologists.

### VALIDATION COMMITTEE

This committee assess applications for accreditation and advises the Board of Directors concerning the development of the validation processes and procedures

## AREA AND SPECIAL INTEREST GROUPS

ClfA has several Area and Special Interest Groups that anybody can join. These bring together professionals with specific historic environment interests in either a geographic area, or a subject area. Membership of all groups is free to ClfA members, while non-members pay a small annual subscription.

Membership of a ClfA group brings several benefits: most groups produce newsletters and run training events. The groups also represent specialist views to Advisory Council or advise council and/or the board on issues which have a specific relevance to their subject/geographical area. ClfA members are encouraged to stand for election to a groups' committee.

### Area Groups include:

- Australia
- Deutschland
- London
- Scotland
- Wales

### Special Interest Groups include:

- Archaeological Archives
- Buildings Archaeology
- Diggers' Forum
- Equality and Diversity
- Finds
- Forensic Archaeology
- Geophysics
- Graphics Archaeology
- Human Osteoarchaeology
- Information Management
- International Practice
- Marine Archaeology
- New Generation
- Project Management
- Research and Impact
- Voluntary and Community

Further information about the aims and activities of each group can be found at [www.archaeologists.net/groups](http://www.archaeologists.net/groups).

## CONFERENCES AND EVENTS

The ClfA Annual Conference has become established as the premier professional archaeological conference in the UK. With its combination of keynote addresses, wide-ranging sessions, CPD workshops, displays, poster sessions and other events, it is a vital forum for discussing topical professional issues, as well as providing updates on current research.

In 2020 our conference will be held at the Apex City of Bath Hotel in Bath, from 22 to 24 April. You can find details about the conference theme and programme at [www.archaeologists.net/conference](http://www.archaeologists.net/conference).

We also run CPD and networking events throughout the year, organised with our groups and endorsed providers. You can find out more by visiting our webpages at [www.archaeologists.net/development/training](http://www.archaeologists.net/development/training) or by subscribing to our weekly Jobs Information Service and Training list (JIST) [www.archaeologists.net/jist](http://www.archaeologists.net/jist).

Members of the Institute benefit from reduced rates at ClfA conference and events and can receive the weekly JIST bulletin free of charge.

## ClfA FORENSIC ARCHAEOLOGY EXPERT PANEL

The ClfA Forensic Archaeology Expert Panel (FAEP) provides an operative working group of forensic archaeologists practicing as expert witnesses. The group has a closed membership due to the confidential nature of the material discussed in meetings and is only open to practicing forensic archaeologists at MCfA level.

The Forensic Archaeology Expert Panel provides a mechanism for regulating the work of those forensic archaeologists acting or seeking to act as expert witnesses. In addition, the panel considers issues arising in the course of such work and will liaise with government, the Forensic Science Regulator and any other relevant bodies or individuals with regard to such issues.

Membership of the expert panel is open to all practicing forensic archaeologists who are accredited by ClfA at Member level (MCfA) and who demonstrate competence against ClfA's forensic archaeology competency matrix. Membership of the expert panel is recognised by the Home Office Forensic Science Regulator and a list of panel members is distributed to police forces via the National Crime Agency.

For more details about membership and the list of expert panel members, please go to [www.archaeologists.net/groups/forensic/faep](http://www.archaeologists.net/groups/forensic/faep).



## ClfA APPROVED TRAINING & CPD

**ClfA Approved Training & CPD** is our brand name for training and CPD approved by us ([www.archaeologists.net/approvedcpd](http://www.archaeologists.net/approvedcpd)). It is a quality mark as any training or CPD or other learning opportunity carrying the 'ClfA Approved Training & CPD' logo will have been assessed against a set of learning criteria with clearly identified learning outcomes linked to National Occupational Standards. ClfA approval means that the training course or CPD event has been assessed as providing appropriate and industry-relevant skills to an appropriate professional standard. ClfA recognises the value of structured on-the-job learning in all aspects of archaeology, and as well as CPD courses and workshops, we also approve field schools and employer training schemes.

ClfA approved employer training schemes are accepted by the Construction Skills Certification Scheme (CSCS) and trainees on them are eligible to apply for the CSCS Trainee level card on successful completion of the CITB Operatives level 'Health, safety and environment' test. Organisations offering approved employer training schemes can be found at [www.archaeologists.net/Gettingstarted](http://www.archaeologists.net/Gettingstarted) and include Allen Archaeology, Archaeology Wales, Archaeology Warwickshire, Cotswold Archaeology, GUARD Archaeology, Headland Archaeology, John Moore Heritage Services, MOLA, Oxford Archaeology, Pre-Construct Archaeology, University of Leicester Archaeological Services & Worcestershire Archive and Archaeology Services.

ClfA has produced a professional practice toolkit on career entry training for Registered Organisations (ROs) and others who employ archaeologists. It includes a set of definitions to aid understanding, ideas for developing training and professional development plans for evaluating success, together with a list of resources. Our training toolkit can support early career development for archaeologists in your Registered Organisation or other business. There are more details at [www.archaeologists.net/careers/info-for-training-providers](http://www.archaeologists.net/careers/info-for-training-providers).

If you would like further information, please contact [approvedcpd@archaeologist.net](mailto:approvedcpd@archaeologist.net) or go to the Careers page on our website at [www.archaeologists.net/careers](http://www.archaeologists.net/careers).



*Employer training programme trainees on site (Photo: Pre-Construct Archaeology Ltd)*

An NVQ Level 3 Certificate in Archaeological Practice is available through ClfA to anyone seeking to develop a career in archaeology who can gather appropriate evidence. It helps to demonstrate their skills, competencies and experience which will be of benefit when applying for jobs, promotion or ClfA accredited membership at Practitioner grade. For more information about NVQs contact Anna at [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net).

Choosing an accredited undergraduate or master's degree is a well-established career entry route in many sectors including engineering, planning and architecture, and is widely recognised as the first step on a career pathway leading to professional status. In the UK, professional accreditation is normally provided by the lead professional body within the discipline. ClfA and University Archaeology UK (UAUK) have recently begun a joint venture to accredit degrees in the UK. For more information see our Accredited Degrees page ([www.archaeologists.net/Accredited\\_Degrees](http://www.archaeologists.net/Accredited_Degrees)) or contact Anna at [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net).

*For up-to-date information on all our approved training schemes, field schools, courses and workshops please see [www.archaeologists.net/Gettingstarted](http://www.archaeologists.net/Gettingstarted).*



## CIFA BOARD OF DIRECTORS

The Board of Directors has up to 12 members which include the honorary chair, honorary treasurer, six further elected members, the Chief Executive, a staff member, and the option for two further members to bring in relevant expertise. Elections are for a three-year period with the option of standing for a further three-year term. The Board of Directors usually meets six times per year, and in addition board members will be invited to attend meetings of the Advisory Council.

### THE CURRENT BOARD MEMBERS ARE

Stephen Carter (chair)	Melanie Johnson
Paul Belford	Alex Llewellyn
Ann Bevitt	Esther Robinson Wild
Dave Bolton (treasurer)	Deborah Seddon
Peta Glew	Dan Slatcher
Peter Hinton	Paul Spoerry

## ADVISORY COUNCIL

The Advisory Council has up to 40 members, 20 of which are elected and up to 20 filled by representatives from each individual Area and Special Interest Group.

Elected positions are for a three-year period with the option of standing for a further three-year term. Nominated representatives from groups are for a one-year period. The Advisory Council usually meets twice a year (timings of these are to be decided) and will invite members of the Board of Directors to attend.

### THE CURRENT ADVISORY COUNCIL MEMBERS ARE

#### Elected representatives

Mark Anderson  
 Jim Brightman  
 Chris Clarke  
 Alex Farnell  
 Colin Forrestal  
 Cat Gibbs (vice chair)  
 Kayt Hawkins  
 Andy Holland (chair)  
 Hannah Kennedy  
 Kevin Mooney  
 Matt Parker Wooding  
 Helen Parslow  
 Sam Paul  
 Stuart Prior  
 Neil Redfern  
 Roger Thomas  
 Steve Trow  
 Gemma Ward  
 Sadie Watson  
 Rob Wiseman

#### Group representatives

Charlotte Adcock (Buildings)  
 Steve Baker (Archives)  
 Peter Clark (International Practice)  
 Sharon Clough (Human Osteoarchaeology)  
 Hannah Cobb (Equality and Diversity)  
 Judith Doyle (Wales/Cymru)  
 Gary Duckers (Information Management)  
 Sam Fox (Scottish)  
 Toby Gane (Maritime Affairs)  
 Rowena Hart (Finds)  
 Andy Howard (Research and Impact)  
 Daniel Jackson (Project Management)  
 Dan Miles (Voluntary and Community)  
 Lucy Parker (Geophysics)  
 Christina Reade (London)  
 Paul Riccoboni (Diggers' Forum)  
 Michaela Schauer (Deutschland)  
 Alexandria Young (Forensic)  
 Vacant (Graphics)  
 Vacant (New Generation)



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**CHIEF EXECUTIVE**



**Peter Hinton BA FRSA FSA FSA Scot FIAM MCIfA**  
Email [peter.hinton@archaeologists.net](mailto:peter.hinton@archaeologists.net)  
Peter is ClfA's Chief Executive. Peter ensures that ClfA evaluates and delivers its Strategic Plan 2010–2020 ([www.archaeologists.net/mission](http://www.archaeologists.net/mission)) and drives the Institute's policy on advocacy and influence. As Chief Executive, Peter

is responsible for ensuring the Institute actively monitors its work. Peter is a member of the Institute's Board of Directors. *Contact Peter about strategy, policies, partnering and performance.*

**HEAD OF GOVERNANCE AND FINANCE**



**Alex Llewellyn BSc MCIfA**  
Email [alex.llewellyn@archaeologists.net](mailto:alex.llewellyn@archaeologists.net)  
Alex assists the Chief Executive in implementing the strategic plan through the development and oversight of the annual business plan and the effective management of ClfA resources. She advises on and manages the effective governance of ClfA in order to meet

legal, constitutional and organisational requirements. Alex is a member of the Institute's Board of Directors. *Contact Alex about matters relating to ClfA governance, business development and accounts, and professional conduct procedures.*

**HEAD OF PROFESSIONAL DEVELOPMENT AND PRACTICE**



**Kate Geary BA MCIfA**  
Email [kate.geary@archaeologists.net](mailto:kate.geary@archaeologists.net)  
Kate is responsible for the development of professional standards and good practice guidance for historic environment professionals and for managing professional development initiatives, ensuring that ClfA members have access to appropriate standards,

guidance and training to maximise quality and public benefit. *Contact Kate about professional development, standards and professional practice.*

**SENIOR MEMBERSHIP SERVICES COORDINATOR**



**Lianne Birney BA MCIfA**  
Email [lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net)

Lianne is responsible for managing ClfA's Validation Committee and helping new and upgrading members through the validation process. She supports our Area and Special Interest Groups and works with our management team

to deliver the ClfA's strategy and core functions. *Contact Lianne if you have a query about your accredited application or would like to know more about how to join ClfA or to contribute to the Members section of our magazine.*

**SENIOR MEMBERSHIP SERVICES COORDINATOR**



**Kerry Wiggins BA MA ACIfA**  
Email [kerry.wiggins@archaeologists.net](mailto:kerry.wiggins@archaeologists.net)

Kerry is involved in the support, development and maintenance of the ClfA Registered Organisations scheme. Kerry is responsible for supporting, helping and advising new applicants and coordinating the ongoing process of inspection in order to review

compliance of existing organisations. She is also actively supportive of ClfA's Area and Special Interest Groups. *Contact Kerry if you have a query about joining the Registered Organisation scheme, to check progress on your organisational application or to contribute to the RO section of our magazine.*

**SENIOR PROFESSIONAL STANDARDS AND PRACTICE COORDINATOR**



**Jen Parker Wooding BSc MSc PhD ACIfA**  
Email [jen.parkerwooding@archaeologists.net](mailto:jen.parkerwooding@archaeologists.net)

Jen is responsible for the management, implementation and communication of professional standards and practice initiatives. She is also responsible for researching, documenting and promoting good practice in archaeology.

*Contact Jen if you have a query about standards and professional practice or if you have suggestions for developing good practice guidance.*

### SENIOR PROFESSIONAL DEVELOPMENT AND PRACTICE COORDINATOR (SCOTLAND)



**Cara Jones BA ACIfA**  
**Email [cara.jones@archaeologists.net](mailto:cara.jones@archaeologists.net)**  
 Cara is leading the review on skill gaps and losses in Scottish archaeology, an outcome from Aim 5 of Scotland's Archaeology Strategy. Her current role includes supporting the development of initiatives which will help increase the diversity

of our profession and upskill our workforce. Cara also works at Archaeology Scotland, co-managing the Adopt-a-Monument scheme and leading on the development of new initiatives to widen engagement opportunities.  
*Contact Cara about ClfA's activities in Scotland.*

### SENIOR POLICY ADVISOR



**Rob Lennox PhD BSC MA MCIPR ACIfA**  
**Email [rob.lennox@archaeologists.net](mailto:rob.lennox@archaeologists.net)**  
 Rob assists in advising on the development and communication of ClfA policy and in carrying out the Institute's advocacy function, within and beyond the historic environment sector.

*Contact Rob about ClfA advocacy activities, and input into policy and decision making.*

### PROFESSIONAL DEVELOPMENT AND PRACTICE COORDINATOR



**Anna Welch BA MA ACIfA**  
**Email [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net)**  
 Anna is responsible for the implementation and communication of the Institute's training and professional development initiatives including CPD, workplace learning and apprenticeship programmes. She also supports our NVQ

candidates and ClfA's Special Interest and Area Groups.  
*Contact Anna if you have a query about careers and training in archaeology, including the NVQ3, workplace learning, Trailblazer apprenticeships and accredited degrees.*

### OFFICE AND SUBSCRIPTIONS COORDINATOR



**Laura Beasley**  
**Email [laura.beasley@archaeologists.net](mailto:laura.beasley@archaeologists.net)**  
 Laura is responsible for dealing with general administration tasks in the day-to-day running of the Institute, and to coordinate the annual cycle of subscriptions – including the sending of subscription renewals, reminders and processing payments. Laura also works

with our member services coordinators dealing with member enquiries and helping deliver ClfA's core functions.  
*Contact Laura for subscription payment queries.*

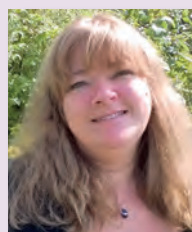
### EVENTS MANAGER



**Elizabeth Durst BFA MSc**  
**Email [elizabeth.durst@archaeologists.net](mailto:elizabeth.durst@archaeologists.net)**  
 Elizabeth is responsible for the development, organisation, and marketing of the Institute's programme of internal and external events; she also works with senior staff to develop and improve procedures.

Elizabeth has a varied events background and received her MSc in International Event & Festival Management from Edinburgh Napier University.  
*Contact Elizabeth for any events-related queries.*

### FINANCE AND ADMINISTRATIVE ASSISTANT



**Jane Tucker**  
**Email [jane.tucker@archaeologists.net](mailto:jane.tucker@archaeologists.net)**  
 Jane is our finance and administrative assistant, working with the head of governance and finance. Jane is responsible for processing income and expenditure, raising invoices and dealing with other general financial matters.  
*Contact Jane for invoice queries and*

*expenses claims.*

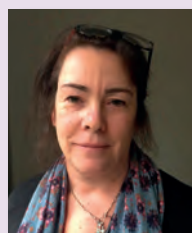
### ADMINISTRATIVE ASSISTANT



**Ed Ardill**  
**Email [edward.ardill@archaeologists.net](mailto:edward.ardill@archaeologists.net)**  
 Ed is our administrative assistant, carrying out various administrative duties to ensure the smooth running of the office. He also deals with our regular e-bulletins and news updates on the ClfA website.  
*Contact Ed for general admin queries*

*or with articles to include in e-bulletins.*

### EXECUTIVE ASSISTANT



**Anna Pardoe**  
**Email [anna.pardoe@archaeologists.net](mailto:anna.pardoe@archaeologists.net)**  
 Anna manages the emails and diary for Peter Hinton, Chief Executive, and is the first point of contact for his availability queries. Anna works part time, on Tuesdays and Wednesdays, but also checks Peter's emails at other times.  
*Contact Anna about Peter's availability.*

### JIST BULLETIN COMPILER



**Lynne Bevan BA MPhil PhD MCIfA**  
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**Tel 0118 966 2841**  
**Lynne Bevan BA MPhil PhD MCIfA**  
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 Lynne works for ClfA part-time compiling and updating our weekly Jobs Information Service and Training bulletin (JIST), ensuring

our online adverts are up to date and checking that all adverts comply with ClfA policy and salary minima.  
*Contact Lynne about placing an advert in the ClfA JIST bulletin.*