

The Sussex Archaeological Society

Job Description

Post title: Finds Liaison Officer (part-time)

Reports to: Museum Officer

The role: the Portable Antiquities Scheme (PAS) records archaeological objects found by the public (including by metal-detector users), to advance knowledge and to increase opportunities for public involvement in archaeology. This data is made available through its online database – <https://finds.org.uk/database>. It is a partnership project, managed by the British Museum (in England) working with national and local partners across the country.

To role is to deliver the Portable Antiquities Scheme (PAS) in East and West Sussex as part of a national team of Finds Liaison Officers (FLO's) and Finds liaison Assistants (FLA's).

Key responsibilities:

- Responsible for the reporting of Treasure finds in accordance with the Treasure Act 1996, including the taking in of finds, writing reports, discussing their acquisition with museums. (c. 50-60 cases per annum).
- To create detailed database records on the national PAS database of archaeological finds found by the public, including visual/photographic records.
- Liaising and presenting to metal-detecting clubs to promote finds recording with the Portable Antiquities Scheme.
- Organising and supporting a small team of volunteers (in-house volunteers and self-recorders) to record archaeological finds in Sussex.
- Attend PAS general meetings (bi-annually) and South East regional meetings (bi-annually), as appropriate, and contribute to Portable Antiquities Scheme publications.
- Promote the work of the Portable Antiquities Scheme via outreach events and talks to other interest groups.
- To ensure that your health and safety and the health and safety of others is observed at all times in accordance with the Society's policies and procedures.
- To undertake any other duties reasonably required by your line manager in the course of your duties.

Person specification

Essential

Key Skills & Abilities

- Good IT skills: use of computer databases and word.
- Excellent writing skills with an eye for detail and accuracy.
- Strong interpersonal, communication and presentation skills with the ability to liaise with a wide range of people and groups regarding

	the aims of the Scheme and the Treasure Act 1996. ▪ Good organisational and planning abilities, at an individual level and in running projects involving others. ▪ A degree in archaeology or considerable equivalent relevant experience.
Education & Qualifications	
Knowledge	▪ A broad knowledge of British archaeology and artefacts. ▪ A knowledge of the history and archaeology of Sussex. ▪ Understanding of the methods and theory of Archaeological practice. ▪ Understanding of the aims and objectives of the Portable Antiquities Scheme and the Treasure Act 1996.
Experience	▪ Experience of handling and identifying a broad range of archaeological finds. ▪ Experience in the use of IT, including use of the internet, word processing programmes and databases. ▪ Experience of artefact photography and ideally the use of image manipulation software (e.g. Adobe Photoshop). ▪ Some fieldwork experience would be advantageous; and the ability to undertake small-scale excavations.
Personal Attributes	▪ Ability to work as part of a small team and independently when required. ▪ A commitment to equalities and anti-discriminatory practice. ▪ Flexible approach and willingness to work outside normal office hours to attend metal detecting club meetings. ▪ Experience in training and supervising a small team of volunteers.

October 2025