

JIST Guidance and Example job advert

We require advert text in its final form with all the key information included in order to assist us and avoid any delays in the advert going live. For an example of what to include please see below.

You can also send a company logo in JPEG format.

Please note there may be charges for making changes after we have placed the advert. This does not apply to Registered Organisations but if you can make sure everything is included this will save time.

Example job advert format

Employer Full name of organisation

Title of post Full title of post to be advertised

Location Where the job is located

Salary Full salary band details conforming to our **recommended minima** for each membership grade (See below).

Time span Length of contract if applicable and if full or part time

Brief job description/person specification (this can include ClfA membership or membership of other professional body if required) Please note post-nominals are now listed as PCIfA, ACIfA and MCIfA.

Further contact details and/or application form link (if required) e.g. www.archaeologists.net/jis and info@archaeologists.net

Closing Date and Interview Date (if required)

Advertisers are reminded of ClfA recommended minimum salaries for 2015/2016:

Practitioner (PCIfA) £17,299 Associate (ACIfA) £20,150 Member (MCIfA) £26,045

For the guidance of employers seeking to determine appropriate starting salaries for archaeologists, we provide the following figures based on a study of salary levels in comparative professions.

PCIfA level responsibilities £19,853-£20,926, ACIfA level responsibilities £29,123–£31,561, MCIfA level responsibilities £36,552-£40,276

We would encourage all employers and advertisers to acknowledge applications or CVs sent to them and to inform applicants if they were unsuccessful in applying for work.

We do however appreciate that adverts can result in the receipt of a large number of applications, and that it is not always policy to contact unsuccessful applicants. We therefore suggest that organisations state clearly in the advert if applications will not receive an acknowledgement, and provide a date by which short listing will have taken place so that applicants who have not been notified by that time can assume they were unsuccessful. Please note all applicants are entitled to receive feedback if unsuccessful.