

**Finds Liaison Officer
(Portable Antiquities Scheme)
RECRUITMENT PACK**

Contents

1. Key Job Information	3
2. About the Role	3
3. Duties and Responsibilities	3 - 6
4. Employee Benefits	7
5. How to Apply	7
6. Get to Know Us	8
7. Our Mission, Vision and Aims	9

Finds Liaison Officer (Portable Antiquities Scheme)

Directorate	Collections & Research
Department	Museum of Liverpool Curatorial
Reporting To	Lead Curator (Archaeology)
Salary	£33,778 per annum
Contract	Maternity Cover (Fixed term for 1 year or until the post holder returns, whichever is sooner)
Working Hours	37 hours per week
Probation Duration	6 months
DBS Check Required	Basic
Holiday Entitlement	30 days plus public holidays
Location	Liverpool (Museum of Liverpool), with outreach work at partner museums across Manchester, Chester and Merseyside
Closing Date & Time	Thursday 28 th May 2026 at 12:00 noon
Interviews	Tuesday 9 th June 2026

About the Role

Reporting to the Lead Curator (Archaeology), you will play a key role within the Museum of Liverpool's Curatorial team, leading the delivery of the British Museum's Portable Antiquities Scheme across Cheshire, Greater Manchester and Merseyside. Through this work, you'll help ensure that archaeological finds discovered by members of the public are properly recorded, understood and shared, contributing to our collective understanding of the region's past.

You'll be responsible for the local operation of the scheme, ensuring finds are accurately identified and recorded on the national Portable Antiquities Scheme database and supporting the effective management of Treasure cases in line with the Treasure Act 1996. Working closely with colleagues, partners and local communities, you'll actively promote legal and responsible metal detecting and help build positive relationships between the public, museums and the heritage sector.

We're looking for someone with strong knowledge of archaeology and finds identification, who is confident engaging with a wide range of audiences. You'll communicate your expertise clearly and accessibly by meeting with finders, collaborating with local museums and heritage groups, and representing the scheme at events and Finds Days held across the region.

In this role, you'll also have line management responsibility for the Finds Liaison Assistant, as well as supporting interns, placements and volunteers, helping to develop skills, knowledge and confidence within the team.

This post is delivered in partnership with the British Museum and offers a rewarding opportunity to combine specialist archaeological expertise with public engagement, collaboration and leadership — supporting responsible discovery and creating meaningful connections between people and the past.

Key Responsibilities

- Lead the Portable Antiquities Scheme across Cheshire, Greater Manchester and Merseyside, developing positive relationships with finders, the general public, local museums and professionals, and maintaining high standards of identification and finds recording.
- Coordinate and support finders through the implementation of the Treasure Act 1996.
- Contribute to public outreach activity and act as an ambassador for both the Portable Antiquities Scheme and National Museums Liverpool at relevant events.
- Manage the care of the Portable Antiquities Scheme handling collection and objects handed into the scheme by the public, including Treasure cases.
- Manage resources and budgets associated with the scheme, providing regular updates to both the Portable Antiquities Scheme and National Museums Liverpool.

You'll Be Expected To

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work.
- Continue to grow your knowledge and skills through the undertaking of professional development, which is established with your manager through an annual performance development review.
- Fully understand and adhere to all of National Museums Liverpool's policies, procedures and guidelines in your day-to-day work, including Security, Health & Safety, Equality & Diversity and Safeguarding. You will also actively uphold the Museums Association Code of Ethics.
- Perform additional duties from time to time, as required.

People Management

- Provide direct line management to the Finds Liaison Assistant and lead on their recruitment and development.
- Recruit, supervise and support interns (including those project-based), volunteers and placement students, as required.

Impact & Influence

- Lead the Portable Antiquities Scheme across Cheshire, Greater Manchester and Merseyside, ensuring inclusive access, strong partnerships and high professional standards.
- Provide small finds advice and expertise to the wider Archaeology team, especially during work in the community, project-based fieldwork and with collections.
- Contribute to the Action Plan of the wider Museum of Liverpool Curatorial department, where representation of Portable Antiquities Scheme and/or professional expertise is required.

- Support the delivery of events (such as the Festival of Archaeology), as required.

Decision Making

- Develop processes to ensure that national standards for high-quality recording on the Portable Antiquities Scheme database are adhered to and applied to records created under the LVPL- prefix by colleagues, volunteers and self-recorders.
- Follow best practice so that all Treasure cases are handled appropriately by the Portable Antiquities Scheme and finders are suitably guided through the process.
- Apply professional judgement to the identification and recording of finds, including potential Treasure cases, ensuring best practice is upheld.
- Adhere to and promote ethical standards and requirements for the Portable Antiquities Scheme, National Museums Liverpool and the archaeology sector.

Communication & Networking

- Excellent communication skills across a variety of settings, including with internal and external stakeholders, members of the public, finders, volunteers and community participants, other museums across the North West, academic and sector colleagues, and the Local Heritage Crime Unit.
- Actively promote and maintain positive working relationships with new and existing users and stakeholders of the Portable Antiquities Scheme.
- Maintain and contribute to the national and regional network of Finds Liaison Officers by attending and contributing to meetings and working groups.
- Attend and contribute to regular and project meetings, cascading relevant information to internal colleagues, teams and departments.
- Maintain the presence of the Portable Antiquities Scheme across Cheshire, Greater Manchester & Merseyside by attending and presenting at relevant regional and national conferences and events.
- Represent both National Museums Liverpool and the national Portable Antiquities Scheme when engaging with all external and internal stakeholders.

Resource Management

- Create and manage budget projections for the Portable Antiquities Scheme for Cheshire, Greater Manchester & Merseyside.
- Care for the permanent Portable Antiquities Scheme handling collection, taking responsibility for collections management and care.
- Oversee the handling, transport and secure temporary storage of finds handed into the scheme, including high-value Treasure items.
- Complete quarterly internal audits of Treasure items, ensuring best practice is maintained.

Qualifications

- No formal qualifications required.

Experience & Knowledge

- Demonstrable knowledge and experience of working with archaeological objects.
- A developed understanding of the Portable Antiquities Scheme and the Treasure Act 1996.
- Knowledgeable about British archaeology, including an awareness of the archaeology of the local area and contemporary issues relating to metal detecting and archaeology.
- Experience line managing staff, including supporting volunteers and students.
- Experience engaging with members of the community, such as metal detector users.
- Experience in budget management and reporting.

Skills

- Ability to research and identify objects from prehistory to the 1700s.
- An excellent standard of written English.
- Proficient in using digital image software, photography and databases.
- Proficient in using Microsoft Office 365 applications, including Teams, Word, Outlook, Excel and PowerPoint.

Behaviours & Competencies

- A team player, with the ability to collaborate with people across National Museums Liverpool, the British Museum and the Portable Antiquities Scheme, including other Finds Liaison Officers and Finds Liaison Assistants.
- Works in a respectful and inclusive way, both internally and externally.

Additional Information

- Location: Liverpool (Museum of Liverpool) will be the main place of work, but you may be required at times to cover other National Museums Liverpool public-facing venues, in line with operational needs, including (but not limited to) Finds Days and outreach events at other museums across Manchester, Cheshire and Merseyside.

We work in line with the Disability Confident scheme and are committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible, and we welcome applications from all backgrounds. We support our staff through unexpected life changes by providing an Employee Assistance Programme and reasonable adjustments that enable continued employment.

This job description is intended as a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may be required in the future.

Employee Benefits

- Civil Service Pension Scheme
- 35% staff discount in all our Cafés
- 25% staff discount in all our Shops
- Employee Assistance Programme
- Employee Recognition Schemes (including a Good Deed Feed)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme and Smart Pay Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Comprehensive training and development
- Recognition of two Trade Unions

Staff Groups & Committees

- Equality Diversity & Inclusion (EDIG)
- Global Ethnic Majority (GEM)
- Disability & Mental Health
- Emeriti
- LGBTQ+
- THRIVE Engagement
- Ethics
- Environmental & Sustainability Taskforce

How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform before the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement completed within the application form that outlines why you're suitable for this role – highlighting relevant experience, knowledge and skills in response to the requirements set out in the recruitment pack above.

If you require an alternative method of application, or assistance with our online recruitment platform, please contact the People Team at Recruitment@liverpoolmuseums.org.uk.

Candidates who have concerns about the recruitment or selection process, including potential breaches of our policy or issues relating to fairness, accessibility, safeguarding or conduct, should raise these with the People Team in the first instance via the email address above. Concerns will be handled sensitively, reviewed promptly, and responded to in line with National Museums Liverpool's commitment to fair and transparent resourcing practices. Where appropriate, matters may be escalated in accordance with our wider governance and safeguarding procedures.

Get to Know Us

Our people are at the heart of National Museums Liverpool, and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone, where we can be our true selves in a supportive environment and do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve. Through our people, we are building a culture that embeds trust, respect and inclusion, helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for over 4 million objects of international importance, exciting exhibitions, exquisite events and imagination-inspiring learning, we are certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – covering everything from archaeology and ethnology to natural and physical sciences, fine and decorative arts, maritime, social and industrial history.

Whether you work in our shops and cafés, at our events, in our visitor experience, engagement, producing and communicating teams, or curating and caring for our collections, you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk, where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

Mission

To create memorable experiences, for everyone, challenging expectations.

Vision

National Museums Liverpool is a group of very different and wide-ranging museums and galleries. Established more than 150 years ago as a complement and counterbalance to the museums in London, it was brought together in 1986 as a nationally funded group, as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful and Inclusive**.

By 2030, we want to be the best museum “league” in the world. A league recognised as the best of the best—like the Champions League, the NFL, or the Premiership—we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online, we will have world-class displays and engagement programmes that make everyone feel welcome. “Off the pitch”, our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each “team” in our league is unique, with its own fan base and individual stars. Collectively, we want to be a league that all museums will aspire to be part of and that is recognised externally as a leading example.

In delivering this vision by 2030...

- we will have the most representative audience and colleague profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions and outreach.

- we will be a place where people want to work, are happy to work and proud to work together.
- we will generate over £50,000 a day, more than half our turnover, through commercial business, grants and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- we will encourage all schools in the Liverpool City Region to visit at least one of our museums and galleries each year.
- we will celebrate the unique identities and collections of our museums and galleries, play to their strengths and delight their different audiences.
- we will be recognised as a valued leader of cultural and economic growth for the city, the city region and the north of England, and as one of the world’s finest museum groups.

Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)