

Role of FAME Chief Executive Officer

JOB DESCRIPTION

Job Title: Chief Executive Officer

Contractual Terms: Consultant

Office Location: Home working

Reporting To: FAME Chair and Directors

Working Hours: 37.5 hours a month

Payment Rate: TBA by negotiation

Synopsis: FAME, the voice of managers and employers for commercially-funded archaeology, is seeking to review the role of its Chief Executive by testing the market for a consultancy to provide the trade association with a strategic lead for development and delivery of its aims and objectives. It has been five years since the last appointment was made and the FAME board of directors believes this is therefore an appropriate timeframe in which to evaluate future delivery.

The appointee will take responsibility for FAME’s advocacy work, and represent FAME with major stakeholders, with effect from July 2026. FAME does not directly employ individuals, so only legally constituted organisations which can provide a consultancy service may apply.

Main Duties and Responsibilities: This is a role for an independent experienced figure with a detailed understanding of the historic environment sector and a vision as to how we can drive significant improvements in policy and operations affecting commercial archaeology in the UK and Ireland.

The role requires excellent communication and leadership skills, diplomacy and the ability to represent FAME’s diverse membership right across the UK and Ireland without actual or perceived conflict.

The proposed engagement is based on a flexible approach, attending events and meetings as required fitted around the general duties, as a part-time role approximating to 5 days a month. There is no physical FAME office so work would be conducted from home or the consultant’s workplace.

How to Apply: To apply for this position, please submit your CV, personal vision for leading FAME forward over the next three – five years and any evidence, examples or other relevant details to the Chair, Tim Malim, at: hamptonheritageld@gmail.com

Applications To Be Received By: 28th February 2026

Interviews: TBC in late March

Person Specification:

Requirement	Desirable/ Essential	To be assessed by:
Technical Skills / Abilities / Experience:		
Leadership experience	Essential	Evidence required
Knowledge of how the commercial archaeology market operates	Essential	Interview
Knowledge of how archaeological practice is applied	Essential	Experience
Awareness of how archaeology fits within the planning process and construction	Essential	Interview
Proven track record in advocacy	Essential	Example
Good communication and reporting skills (written and verbal)	Essential	Evidence required
Proven ability to express clear and succinct information	Essential	Evidence required
Provides an authoritative presence at meetings	Essential	Example
Understands the potential benefits and pitfalls of different forms of media	Desirable	Interview
Listens to, and balance, diverse opinions	Essential	Interview
Ability to synthesise effectively: e.g. statistics and consultations/policies	Desirable	Evidence required
Ability to interpret potential impacts on the archaeological market	Desirable	Interview
Ability to recommend solutions to market threats	Desirable	Interview
Standard IT skills (WP, spreadsheets, Outlook, internet usage)	Essential	Experience
Proven track record in providing financial stability and growth	Essential	Evidence required
Prioritise tasks within available time	Desirable	Interview
Deliver an action plan and plan ahead	Desirable	Example
Be accountable to the board & membership	Desirable	Interview
Provide clarity on governance issues	Desirable	Interview
Education / Qualification / Membership :		
Qualification (degree level) in archaeology or related	Essential	Evidence
Heritage discipline Professional associations	Desirable	Evidence

Personal Attributes:		
Thinks strategically	Essential	To be assessed through written application examples and interview process
Reliable and instils confidence.	Essential	
Self-motivated	Essential	
Diplomatic	Essential	
Manages relationships with care	Essential	
Well-organised and thorough	Desirable	
Articulate in oral and written presentations	Essential	
Enterprising, self-reliant and able to find supplementary income streams	Desirable	
Experience working as part of a dispersed team	Desirable	