

## **CIfA New Generation Special Interest Group Business and Action Plan Committee Term 2016-2019**

The New Generation Special Interest Group aims to support archaeologists in the early stages of their career working in all parts of the sector. We aim to achieve this by:

- I. exploring, researching and offering practical support and advice on pathways into the profession and career development;
- II. raising the profiles of early career archaeologists in the sector by building a strong network; and
- III. increasing the role and representation of early career archaeologists within CIfA

Building on the work of the 2013-2016 Committee, our business plan goals are directly linked to the aims of the NGSIG and form the basis of the action plan for the next three years.

### Short Term Goals

- Work with CIfA's Pathways project, offering time and support to deliver the project's products
- Develop training for NewGen Ambassadors - to include modules on professionalism, ethics, the CIfA Organisation and presentation skills
- Develop a schedule for 2017 Conference, to include high visibility for NewGen members and a social/networking event
- Plan our social media strategy, keeping this manageable and in line with the CIfA central communications plan
- Develop a newsletter template and contents proposals for 2 newsletters per year

### Medium Term Goals

- Develop to the next stage the Mentoring Scheme initiated by the 2013-2016 Committee, working principally with past CIfA and HE trainees (career advice, work shadowing, mentoring)
- Develop a Professional Archaeology pack for prospective or student members (using Phoebe's material if allowed)
- Send Ambassadors into Registered Organisations to encourage membership and answer questions about the profession

### Long Term Goals

- Work with University Archaeology UK to develop the Professional Archaeology pack for new archaeology students and a programme of ambassadorship to selected universities
- Organise a major networking event for Conference 2018 or 2019, possibly to fit with launch of Apprenticeships or Pathways project.

**SHORT TERM**

Action	Linked to aim	Associated tasks	Resourcing (£/££/£££)	Time frame	How to measure success	Lead committee members
Work with ClfA's Pathways project, offering time and support to deliver the project's products	I	<ul style="list-style-type: none"> <li>Consult with ClfA central Pathways team.</li> <li>Identify areas to support</li> <li>Work with Pathways team</li> </ul>		December 2016 ongoing	<ul style="list-style-type: none"> <li>Delivery of Pathways products</li> <li>NewGen profile in Pathways promotion</li> </ul>	Chris? <b>Talk to Lianne</b>
Develop training for NewGen Ambassadors - to include modules on professionalism, ethics, the ClfA Organisation and presentation skills	II, III	<ul style="list-style-type: none"> <li>Work with ClfA central Training and Standards team to develop course outline</li> <li>Plan events</li> <li>Deliver training at events/online</li> </ul>	£	April 2017 – September 2017	<ul style="list-style-type: none"> <li>Training material produced</li> <li>Number of training events</li> <li>Number of ambassadors trained</li> </ul>	Phoebe? AB to assist
Develop a schedule for 2017 Conference, to include high visibility for NewGen members and a social/networking event	II	<ul style="list-style-type: none"> <li>Consult Conference organiser</li> <li>Identify where NewGen can assist or have a presence</li> <li>Develop task list for conference</li> <li>Coordinate team at Conference</li> </ul>		By April 2017	<ul style="list-style-type: none"> <li>Number of delegates engaged</li> <li>Number of New Group members</li> </ul>	All – conference call. <b>Leadership survey?</b>
Plan our social media strategy, keeping this manageable and in line with the ClfA central communications plan	II	<ul style="list-style-type: none"> <li>Reassess current platforms and refine</li> <li>Incorporate main ClfA central platforms into strategy</li> <li>Develop a short scope of work for a social media manager</li> <li>Identify manager from among members</li> </ul>		By April 2017	<ul style="list-style-type: none"> <li>Number social media platforms NGSIG actively engaging with.</li> <li>Number of follower/ group members on each platform.</li> <li>Regular updates and posts achieved on any ClfA platforms.</li> <li></li> </ul>	Alistair and Li?
Develop a newsletter template and contents proposals for 2 newsletters per year	II	<ul style="list-style-type: none"> <li>Use other Group newsletters as model</li> <li>Agree with committee subject matter for next 2 issues (March and September)</li> <li>Produce text for newsletter</li> <li>Issue with ClfA central</li> </ul>		January 2017	<ul style="list-style-type: none"> <li>Newsletters issued</li> </ul>	Colin and Rebecca?

**MEDIUM TERM**

Action	Linked to aim	Associated tasks	Resourcing	Time frame	How to measure	Lead committee member
Develop to the next stage the Mentoring Scheme initiated by the 2013-2016 Committee, working principally with past ClfA and HE trainees (career advice, work shadowing, mentoring)	I	<ul style="list-style-type: none"> <li>Re-visit the mentoring scheme ideas from 2014</li> <li>Consult with ClfA central Training and standards team re their work on past ClfA and HE trainees</li> <li>Help Training and Standards team develop pool of mentors and access to the pool for ClfA members</li> <li>Keep an eye on the process with ClfA central</li> </ul>		September 2017	<ul style="list-style-type: none"> <li>Number of mentors in the pool</li> <li>Number of mentees matched to mentors</li> <li>Feedback from the scheme</li> </ul>	Chris?  AB to assist
Develop a Professional Archaeology pack for prospective or student members (using Phoebe's material if allowed)	I & II	<ul style="list-style-type: none"> <li>Consult ClfA central Training and Standards team on training modules and packs already available</li> <li>Develop pack outline</li> <li>Develop supplementary material</li> <li>Work with ClfA central to produce and issue</li> </ul>	££	September 2017	<ul style="list-style-type: none"> <li>Number of packs issued</li> </ul>	Phoebe? AB to assist
Send Ambassadors into Registered Organisations to encourage membership and answer questions about the profession	I & III	<ul style="list-style-type: none"> <li>Using trained ambassadors and packs, set up programme of visits with ROs, through ClfA Central</li> <li>Ensure visits are delivered</li> <li>Collect feedback</li> </ul>	£	September 2017	<ul style="list-style-type: none"> <li>Feedback from visits</li> </ul>	Phoebe and Chris

**LONG TERM**

Action	Linked to aim	Associated tasks	Resourcing	Time frame	How to measure	Lead committee member
Work with University Archaeology UK to develop the Professional Archaeology pack for new archaeology students and a programme of ambassadorship to selected universities	I	<ul style="list-style-type: none"> <li>Contact UAUk through ClfA central</li> <li>Develop pack with UAUk and ClfA central</li> <li>Help with issue and promotion of the pack</li> </ul>	££	September 2019	<ul style="list-style-type: none"> <li>Number of packs issued</li> <li>Number of Universities taking up packs</li> </ul>	Li?
Organise a major networking event for Conference 2018 or 2019, possibly to fit with launch of Apprenticeships or Pathways project.	I, II, III	<ul style="list-style-type: none"> <li>TBC</li> </ul>	££	April 2019	<ul style="list-style-type: none"> <li>TBC</li> </ul>	All