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**Community Development Coordinator  
CAER Hidden Hillfort Project  
ACE (Action in Caerau and Ely)**

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# Overview of the Post

## Job details

**Position:** Community Development Coordinator

**Project:** CAER Hidden Hillfort

**Location:** CAER Hidden Hillfort Community Heritage Centre

**Hours:** 37.5 hours

**Salary:** ACE Grade 4 (£30,600)

**Contract end date:** March 31<sup>st</sup> 2023 (with strong possibility of extension)

The Community Development Coordinator will be a committed and creative individual who will take a lead role in the future strategic direction of the new CAER Hidden Hillfort Community Heritage Centre, locating it at the centre of community driven regeneration efforts in Caerau and Ely.

*Please note: Despite community history and heritage assets being key resources and themes in the CAER Hidden Hillfort Project, we are not looking for someone with expertise or experience in these areas. Our partnerships with Cardiff University, Museum of Cardiff, The National Museum of Wales and others provide this in abundance! We are looking for a skilled and experienced Community Development Worker and Project Manager.*

## The role

Based at the new CAER Hidden Hillfort Community Heritage Centre, you will report to the ACE Co-Director. With a sound understanding of community development principles you will work closely with a project team, community members and partners to develop community led activities that make use of local heritage and other assets to build community, create learning opportunities, challenge stigma and tackle poverty.

You will take a lead in managing the new CAER Hidden Hillfort Community Heritage Centre, ensuring policies and procedures are in place for the safe running of the building and supporting staff and community members to make use of the building for a range of community activities. You will also be responsible for promoting and managing opportunities for partners and other organisations to hire space in the centre, providing income to support the running costs of the building (guided by the project business plan).

You will support the final delivery year of the CAER Hidden Hillfort project, supporting volunteers to engage with project activities and to further develop their roles. You will line manage the Hidden Hillfort Development Officer, Curiosity Development Officer and Community Curator and will liaise with the Archaeological and Project Director and ACE finance and administration staff to manage the project budget effectively.

You will help lead the CAER team, local participants and partners in exploring the risks and opportunities provided by the recent completion of the Hidden Hillfort project, the Community Heritage Centre, play area and woodland/hillfort infrastructure. Together you will identify and prioritise new project opportunities that use heritage and other community assets to build

responses to local challenges, leading to the development of funding applications to support future work.

You will also be responsible for the ongoing coordination of CAER's 'Curiosity' project, ensuring delivery is as effective as possible within the confines and challenges provided by the Covid pandemic. You will line manage project staff and liaise with ACE finance and administration staff to manage the project budget effectively.



### **CAER Heritage Project overview**

The CAER Heritage project works with the communities of Caerau and Ely to explore the area's rich heritage and address challenges facing these communities. The project has involved thousands of participants in a wide variety of co-produced heritage initiatives including: geophysical surveys, museum exhibitions, adult learners' courses, art installations, creative writing, dance performances, banner processions, history projects, film-making and the creation of heritage trails. At the heart of these wider heritage-themed initiatives are major community archaeological excavations at Caerau hillfort and other locations. In 2017 CAER Heritage Project won the Times Higher Education Award for Outstanding contribution to the local community.

[www.caerheritageproject.com](http://www.caerheritageproject.com)

### **Hidden Hillfort Project overview**

Caerau hillfort is a heritage site of national significance yet it remains poorly appreciated and largely unknown, located within communities facing serious social and economic challenges. The Hidden Hillfort Project reveals this remarkable heritage to these local communities and to the wider public. Building on several years of co-produced heritage expertise and established partnerships between the community, education and heritage sectors, the project ensures that future regeneration in Caerau and Ely is transformed by heritage. An inspiring community co-ordinated program of co-research, co-curation and infrastructural development has uncovered the Hidden Hillfort to the world - providing life-changing opportunities for local people in the process. This includes the creation of a Hidden Hillfort Community Heritage Centre (completed in September) with accessible heritage trails, interpretation, learning and creativity opportunities. The project harnesses the untapped potential of Caerau, channelling local talent into shaping the way in which the Hidden Hillfort is understood and appreciated.

## **Project outcomes**

The project seeks to achieve the following:

- The establishment of a Hidden Hillfort Heritage Centre that acts as a gateway to Caerau hillfort and that acts as a hub for community engagement and learning (recently opened in September 2021)
- A three-year programme of community co-produced historical research and archaeological excavations
- Development of teaching resource packs for Key Stage 2 and 3 that will see local heritage embedded into the school curriculum
- Secondary and primary school site visits and workshops
- Implementation of a sustainable, holistic monument management plan, co-designed and co-produced with landowners and residents
- Instigation of a sustained and regular program of vegetation clearance and targeted woodland management
- Heritage trails developed and maintained at the site, enabling visitors to navigate the monument via consolidated pathways and steps
- Anti-litter, anti-vandalism and conservation initiatives developed with volunteer working groups and schools
- A series of community events, open days and consultations ensuring continued, and increased, local engagement
- Experimental archaeology as a form of presentation and interpretation used to re-create artefacts, bringing heritage to life for participants in new ways and creating items which can be sold
- Monument heritage trails including new interpretative signage and art work which will explain the visible archaeological features including ramparts, medieval ringwork and St Mary's Church
- New co-designed exhibitions presented at Cardiff Story Museum and St Fagans National Museum of Wales, challenging wider perspectives of Caerau and introducing new people to the unique local heritage
- A new heritage themed play area installed in land adjacent to the heritage centre (recently opened in September 2021)
- Development of a heritage themed 'time-travelling' community garden

*Please note: The three year long CAER Hidden Hillfort project finishes in September 2022. The project has been extremely successful, culminating in the recent launch of the brand new Community Heritage Centre and heritage themed play area. We find ourselves at a particularly exciting moment, with incredible resources, high levels of local participation, and opportunities for new community development in a range of areas (not just heritage and history themed).*

## **Curiosity Project overview**

'Curiosity Club' is a new, innovative youth project developed and led by ACE's CAER Hidden Hillfort team and funded by a Children in Need Curiosity Grant. The project provides an open-access after-school club and evening provision with a focus on STEM (Science, Technology, Engineering and Maths) activities. Curiosity Club builds on and complements existing heritage community activities (e.g. CAER Heritage Hidden Hillfort) enabling young people to lead and direct STEM experimental archaeological initiatives, present research questions and get hands-on with the past. Expertise is

provided by partners in Cardiff University meaning that the Youth Work team are not expected to be STEM specialists but instead use facilitation skills and youth work practice to encourage active participation in activities.

To apply for this role please contact:

Email: [recruitment@aceplace.org](mailto:recruitment@aceplace.org)

Telephone no: 02920 003132

Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

**Deadline for submitting application:** 21<sup>st</sup> November 2021

**Interview date:** Week of 29<sup>th</sup> November 2021

# ACE: An Introduction

## Ely and Caerau

Ely and Caerau (two ward areas in the west of Cardiff) together constitute the largest housing estate in Wales with a population of approximately 26,000. Built after the first and second world wars respectively, Ely and Caerau provided social housing and secure employment with local manufacturing companies. Between the early 70s and mid 90s all these employers closed or relocated their local functions. The legacy of this collapse of local employment is a community characterised by high unemployment and in-work poverty related to 'underemployment' in insecure, part time, low paid, city centre based service sector jobs. As a result, people in Ely and Caerau struggle with a range of problems related to poverty including:

- high levels of income-related benefits
- poor educational attainment
- poor health and life expectancy (4 years less than the Cardiff average)
- high levels of mental health problems

Ely and Caerau both feature in the top 10% of the Welsh Index of Multiple Deprivation.

In 1991 Ely was the focus of disturbances which were reported in the national news as a 'riot'. This, along with the general reputation of the area, has contributed to a sense of stigma. There is a tendency, amongst decision makers, to see the community as one with multiple problems that need fixing, and a related sense of dependency.

Despite all this, Ely and Caerau exhibit many of the characteristics which might be called upon to contribute to community resilience, including: significant community spirit and pride, strong social networks and a willingness to 'get involved' in local action.

## Mission

ACE – Action in Caerau and Ely is a community organisation located in West Cardiff. We have over 1000 local members, many of whom are active contributors to local community development and regeneration efforts. Over half our staff team live in Ely and Caerau. We base our work on the following principles:

- Local people know their community best
- Everyone has something unique to contribute
- Everyone's contribution should be valued equally
- Poverty should not be accepted as a fact of life
- Social injustice should be challenged and changed

These commitments lead us to take an approach influenced by theories of 'co-production' and asset based community development. This means we work with local people as full participants in the design and delivery of services and activities. We experience and treat our community not primarily as a problem needing solving but as a vibrant network of communities that has many assets and opportunities that have been undervalued and ignored – these include skills, knowledge, experience, social networks, good will, buildings, land, resources, culture and heritage. ACE has a high profile and strong reputation in Cardiff and further afield for developing these resources to

serve a holistic approach to community regeneration, to create community resilience and to tackle poverty. We are increasingly called upon to support the development of similar initiatives in other areas of the city.

## **Vision**

In this context ACE seeks to meet the need for:

- A local organisation that can co-ordinate, harness and promote a positive vision for our community
- An organisation that can co-ordinate and facilitate a range of responses towards this vision and can mobilise local people to participation and action
- A holistic approach to tackling a range of elements related to poverty that cuts across themes/silos (food poverty, fuel poverty, unemployment, underemployment, low educational attainment, poor physical and mental health etc)
- A clear and collaborative approach to developing a more resilient community

**ACE works with communities to achieve lasting positive change for an equal and just Cardiff. We believe everyone has something unique to contribute.**

[www.aceplace.org](http://www.aceplace.org)

# Job Description and Personal Specification

**POST:** Community Development Coordinator  
**PROGRAMME:** CAER Hidden Hillfort  
**RESPONSIBLE TO:** ACE Co-Director

**HOURS:** 37.5 hours

**SALARY:** ACE Grade 4 (£30,600)

**BASE:** Cardiff

**END DATE:** March 31<sup>st</sup>, 2023 (with strong possibility of extension)

**Responsible for:** Strategic development of the CAER Hidden Hillfort Community Heritage Centre and Coordination of the CAER Hidden Hillfort Project and Curiosity Project.

## ACCOUNTABILITY AND REPORTING

- The post will report to the ACE Co-Director.
- Work will be reviewed every 4-6 weeks through supervision contact with the Co-Director.
- The Coordinator will work in close collaboration with the Archaeological and Project Director who will take a lead on development and delivery of the CAER Hidden Hillfort project.
- The post will be based at the CAER Hidden Hillfort Community Heritage Centre with allowance for up to 40% of the working week at home.

## ROLE SPECIFIC TASKS

1. To take a lead, with partners, in the development of a strategic plan for the CAER Hidden Hillfort Community Heritage Centre that will build on the success of the Hidden Hillfort project and sustain community development activity beyond September 2022.
2. To work with partners to identify potential funders and to develop funding applications for submission to support the strategic plan.
3. To ensure the necessary policies and procedures are in place for the safe running of the Hidden Hillfort Community Heritage Centre.
4. To support the development of community activities in the Hidden Hillfort Community Heritage Centre, including promoting and managing opportunities for groups and organisations to hire space in the building.
5. Work with the Archaeological and Project Director and CAER team to coordinate the final year of the CAER Heritage Hidden Hillfort Project according to the project Activity Plan, Business Plan, and other supporting documentation, ensuring outcomes are met.
6. Support continued volunteer engagement in the project and support key volunteers to further develop their roles in the project.
7. Coordinate the delivery of the Curiosity STEM learning project, including management of a small team of staff, students and volunteers and oversight of project evaluation and reporting.
8. Line manage a small team of Hidden Hillfort and Curiosity Project staff.

9. Liaise with ACE finance and administration staff to effectively manage the Hidden Hillfort and Curiosity project budgets.
10. Identify and engage with key partners necessary for successful delivery.
11. Support and embed Tempo (Community time credit scheme) into delivery of activities and projects.
12. Take a lead on the implementation of the Hidden Hillfort Communications Plan, ensuring regular communication through the HLF Hidden Hillfort website, Hidden Hillfort social media sites, community events, email newsletters etc.
13. Use the Most Significant Change approach to collect stories of change from participants and stakeholders. Train and support volunteers and staff to do the same.
14. Gather and present any data necessary to meet the project's monitoring and evaluation commitments as laid out in the project Evaluation Plan.
15. Look to combine activities with other ACE themes of work where it makes for a greater impact.

## **GENERIC TEAM TASKS**

### **Working across Team Roles**

1. To help establish and maintain project plans for work being undertaken within ACE that is both role specific and general to the work of the whole team.
2. To support colleagues in delivering their own role specific work programmes and receive support from them in turn.
3. Help to embed the values and principles of community development into all aspects of the work.
4. To help colleagues, community organisations and others in identifying and securing appropriate funding streams.

### **Training**

1. To undertake continual professional development as required for ACE.
2. To help prepare and implement training and development programmes that support both individuals and organisations.

## **GENERAL TASKS**

1. To work within and promote all of ACE's policies and procedures.
2. To keep accurate records including statistical information where appropriate.
3. To provide written reports and information as requested.
4. To work at other locations as and when required.
5. To attend supervision, training and meetings as and when required.
6. To work flexible hours as appropriate to the needs of the post (including weekend and evening working)
7. Any other reasonable duties requested by the line manager.

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and ACE may vary duties from time to time. This job description is subject to regular review.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS AND EXPERIENCE**

- Educated to degree level, or other relevant qualification(s) showing specific sector knowledge
- Experience of leading the development and implementation of successful community development projects
- Experience of supporting and managing staff and volunteers
- Experience of supporting community participation, involvement and volunteering activities
- Experience of planning, developing and implementing community events and activities
- Experience of working in the third sector, and how to develop beneficial partnerships with the local community, public and private sector
- Experience of working with children, young people and families in both formal and informal settings

### **KNOWLEDGE AND UNDERSTANDING**

- A good understanding of Youth and Community Work and co-production principles and how to apply these in areas of deprivation
- Knowledge of third sector funding opportunities
- A good understanding of safeguarding procedures and an ability to ensure their implementation
- A good understanding of equalities, diversity and inclusion
- A good understanding of issues facing areas of deprivation and how to overcome barriers to engagement
- A good understanding in the development and support of staff and volunteers
- Understanding of monitoring and evaluation processes
- Understanding of confidentiality and data protection issues.

### **SKILLS AND ABILITIES**

- Ability to communicate effectively with community members, staff and stakeholders in plain, easy to understand English and/or Welsh, both in writing and verbally
- Ability to work flexibly to meet people's needs and service requirements, including working evenings and weekends where the service requires it
- Ability to work as part of a team and build and maintain effective and supportive relationships with peers and partners
- Can complete reports and assessments

### **ADDITIONAL JOB REQUIREMENTS**

- Demonstrates resourcefulness, initiative and a positive 'Can Do' attitude, is solution focused and can see the overlaps with other streams of work
- Demonstrable commitment to equality and diversity and a genuine desire to help people
- Is adaptable and takes responsibility
- Is organised, confident, reliable, honest, punctual and enthusiastic
- A good team player who will support colleagues
- Possesses good ICT skills

# Application Process

Deadline for applications: 21<sup>st</sup> November 2021

Interview Date: Week of 29<sup>th</sup> November 2021

Application Forms:

**For a job pack and application form please email [recruitment@aceplace.org](mailto:recruitment@aceplace.org)**

**Return completed applications to [recruitment@aceplace.org](mailto:recruitment@aceplace.org)**

**Or, please send a hard copy to:**

ACE – Action in Caerau and Ely

Our Place: Dusty Forge

460 Cowbridge Road West

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