

ACE – Action in Caerau & Ely - *Gweithredu yng Nghaerau a Threlái*,
460 Cowbridge Rd West, Cardiff, CF5 5BZ

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Volunteer Role Description: CAER Heritage Events Volunteer

Project details:

CAER now has a brand new heritage community centre situated at the foot of an Iron Age hillfort in Caerau, Cardiff. Caerau is home to one of Wales' oldest settlements, has millennia of expansive history and has an incredibly deep sense of community.

CAER aims to create a space where local heritage and local people come together. We work with other teams in ACE to address needs or interests but we also open up opportunities for community members to join in with academic/heritage activities such as excavations, conservation work and education outreach.

Our volunteers will support activities taking place with the CAER project such as: gardening, litter picking; path and branch clearing and supporting CAER events.
And any other post-excavation archaeological work needed.

Volunteer Role – CAER Heritage Events volunteer

Project Contacts: Tom Hicks and Lois Atkinson - Hickstd3@cardiff.ac.uk / lois@aceplace.org

Venue: CAER Heritage Centre, Church Road, CF5 5LQ

Time: Various

Desired Skills:

- Ability to work as part of a team
- Ability to communicate with community members and staff
- Interpersonal Skills
- An interest in local community or history is desirable
- Commitment to equality and diversity and a genuine desire to help people

DBS / Specific training required - No

Time Credits will be available for this role.

Volunteer responsibilities:

- Assisting with the community events (family fun days, learning events, the Big Dig)
- Tasks to include: welcoming community members, making refreshments, supporting staff during activity (staff will outline tasks)
- Working with staff and participants to plan activity
- Assisting staff to ensure participants are comfortable using tools / equipment
- Being available to answer questions / requests for help from members
- Helping collect feedback from members to inform best practice

Project lead responsibilities:

- To manage the volunteer rotas, safeguarding and overall running of the day
- Responsible for the overall health and safety, manual handling and first aid.
- To advise and manage any strategic or practical changes to the project.
- To oversee purchases and spending for the project.
- To outline the running order of the day and distribute tasks and responsibilities.