

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

t: 02920 003132 w: www.aceplace.org.uk e: info@aceplace.org



Volunteer Role Description: CAER Heritage 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 the weekly activities taking place with the CAER project (such as gardening, litter picking and path and branch clearing) but also offer support with the larger events which regularly take place. And any other post-excavation archaeological work needed.

Volunteer Role – CAER Heritage Volunteer

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

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

Time – Wednesday 10am-12pm

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

Time Credits will be available for this role.

Volunteer responsibilities:

- Supporting the weekly community Love our Hillfort sessions
- Tasks to include: welcoming community members, making refreshments, supporting staff during activity (Staff will outline tasks)
- Working with all of the group to plan activities
- 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 session
- 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 sessions and distribute tasks and responsibilities.