

Role Description: Caerleon Community Advocate – Steering Group

Overview

Amgueddfa Cymru, Cadw and Newport City Council are working in partnership to improve the heritage and tourism offer in Caerleon for the benefit of the local community and visitors. This new organisation is currently exploring funding opportunities to finalise a new, joint vision and kickstart its delivery, which it wants to co-design and co-produce with the community and key stakeholders.

Caerllion Rufeinig - Gweithio mewn Partneriaeth | Roman Caerleon - Working in Partnership is overseen by a Governance Board. The day-to-day delivery of the work is led by the Steering Group. Two people who live and/or work in Caerleon are sought to join this Group to help with its work, mainly by seeking out and sharing local views.

Known as Caerleon Community Advocates – Steering Group, these roles are expected to last for one year with the possibility of a two-three year extension subject to funding and annual review by the Board. Caerleon Community Advocates – Steering Group are expected to abide by the Terms of Reference for the Steering Group (copy on request).

Expenses are available to encourage applicants from diverse backgrounds with useful experience and/or local contacts to become Caerleon Community Advocates – Steering Group (further details below). The required skills and attributes are listed below. However, the Governance Board is particularly keen to receive expressions of interest from young people (18 years or above) and those who work in Caerleon. No previous experience in Steering Group work (or similar) is required.

All reasonable efforts will be made to ensure meeting times and events suit the availability of the Caerleon Community Advocates – Steering Group and are likely to include occasional evenings and weekends. Additional work outside of the core meetings will be by prior agreement.

Please note: anyone appointed as a Caerleon Community Advocate – Steering Group cannot also be a Caerleon Community Advocate – Governance Board, and the other way around.

Caerleon Community Advocate – Steering Group (x2)	
Location	Caerleon
Reports To	Caerllion Rufeinig- Gweithio mewn Partneriaeth Roman Caerleon – Working in Partnership Governance Board
Role Description	<ul style="list-style-type: none">To be an ambassador for the work of Caerllion Rufeinig- Gweithio mewn Partneriaeth Roman Caerleon – Working in Partnership by:

	<ul style="list-style-type: none"> ○ actively seeking out and sharing the diverse views of the Caerleon community with the Steering Group ○ signposting community, Steering Group and Governance Board members to key information or contacts, and information sharing ○ working collaboratively to help achieve positive outcomes. ● To prepare for and attend Steering Group meetings approximately every 3 months, either in person in Caerleon (occasionally in Newport or Cardiff), or online, and then to review and comment on draft minutes/actions ● To contribute to the work of the Steering Group in between meetings by prior agreement, e.g. reviewing documents, responding to emails, attending occasional additional meetings ● To assist with the planning and delivery of community engagement and other events by agreement
Skills, Experience & Attributes	<ul style="list-style-type: none"> ● Aged 18 or over ● Live and/or work in Caerleon with useful experience and/or local contacts ● No formal qualifications or previous experience in Steering Group (or similar) required – training will be provided if necessary ● Interest in heritage and/or tourism as a driver for positive change in Caerleon and helping to make it happen ● Willingness to reach out to and help represent a diverse range of local views ● Able to attend meetings and events in person in Caerleon or online (subject to their timing) ● Able to maintain confidentiality when required
Expenses	<p>Caerleon Community Advocates – Steering Group can receive:</p> <ul style="list-style-type: none"> ● £150 a day to attend a Steering Group meeting (including preparation and travel, reviewing draft minutes/actions, and all expenses), and ● Either a half day (£75) or full day (£150), including all expenses, for any pre-agreed, additional work
Estimated Length of Role	1 year with the possibility of a 2-3 year extension subject to funding and annual review by the Governance Board
This is a voluntary role, binding in honour only and is not legally binding	
Main Contact	<p>Rebecca Harfield Secretariat for Caerllion Rufeinig - Gweithio mewn Partneriaeth Roman Caerleon - Working in Partnership rebecca.harfield@gov.wales 07977 692511</p>