



The Romani Cultural and Arts Company
Temple Court
13a Cathedral Road
Cardiff
CF11 9HA

Job Description

Post Title: Heritage Lottery Project Officer

Responsible To: Director

Salary: £12,862.72p – (annual salary, 2 days per week, fixed-term for 2 years)

Summary

This project is funded by Heritage Lottery Fund.

The project is designed to engage with adults from the Roma community of Newport, South Wales, over a two year period. Its purpose is to:

1. Use new media techniques to record and document the cultures of the Roma community of Newport, and provide a unique new digital platform for the creation of a touring multi-media exhibition to preserve and promote this culture both to Roma community and also to the “settled” community throughout Newport and wider Wales
2. build confidence, up skill people in oral history recording and heritage project skills
3. Create a more tolerant society where there is improved understanding of Roma in Newport and beyond

We will evaluate our success by answering the following questions:

1) Have we improved the identification, recording, interpreting and explanation of Roma heritage and culture? The evidence will be the quality of the online content and the physical exhibition. We will seek the views of experts such as Dr Owen Collins and Dr Beth Thomas.

2) Have we promoted inclusion and involved a wider range of people? - our project will engage the adult Roma population of Newport to be proud of their personal heritage and stories and enable them to be heard and seen by wider society. As a result - the Roma community's inclusion in wider society will improve and more people will understand and engage with this community's heritage and culture. Principle evidence for this will be the monitoring of

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numbers viewing the online content and physical exhibition coupled with comments left by members of the public

3) Have we encouraged skills development and job creation? - our project will see Roma people become trained as the project officers who will engage with their own community and capture record personal Roma histories and heritage. These essential community oral history project skills will encourage the Roma community to work in the community heritage sector. We will also use a locally-sourced company for the creation of the format means for exhibiting the oral histories.

4) Will people have had an enjoyable time and volunteered? The evidence will be the number of community members who engage (principally in regular volunteering) in volunteering. In terms of risks, the principal risk is covid-19 restrictions being reinstated. We can revert to remote recording oral histories required and we are experienced in doing this. We will also have an online archive to showcase the project outcomes and stories in case we are unable to tour the physical exhibition due to covid19.

The Post

The post holder will work with other staff and volunteers within the organisation and among partner (and other) agencies to support and engage Roma adults. They will also share responsibility for keeping reports maintaining accurate records for monitoring purposes and evaluations.

Principal Responsibilities

1. To deliver face to face work with adults to:
 - a. Support adults to record and document the cultures
 - b. Collate and archive oral histories, photographs and artefacts
 - c. Support the management of projects
 - d. Provide opportunities for adults projects to be taken to audiences outside of the Roma community
2. To create and develop programmes in partnership with the adults and create opportunities for learning and personal development
3. Comply with any provided training and development
4. Support the touring of any resulting exhibition
5. Support with the management and development of volunteers
6. Supporting the liaison with the design company, trainers, the photographer and any other supporting partner or organisation
7. To establish positive relationships and contact between Roma adults and local community groups and others
8. To keep accurate records and to support the writing of end of year and end of project reports
9. To comply with Health & Safety procedures

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10. To undertake such other duties as may be required by the **Director**

This post will require regular evening and weekend work.