



Trysorau Lleol

Project funded by NPT Community Heritage Fund Heritage Archival Reviewer Freelance Commission: Job description and person specification

Calon Afan is a Community Interest company formed in 2023 with the overall mission of putting Port Talbot on the map for its heritage, well-known and little understood.

The Company is governed by a voluntary Board, and works in informal partnerships across the County area and beyond, with statutory and community groups, businesses and educational institutions.

For information see: www.calonafan.org

Freelance Contract for part-time Heritage Archival Reviewer for the Trysorau Lleol Project.

Trysorau Lleol is a heritage project, funded by the **NPT Community Heritage Fund**. Its purpose is four-fold:

1. making an initial assessment and review the task of saving, organising, and finding a permanent home for the collection of books and papers of Sally Roberts Jones, the Port Talbot author, poet, historian and archivist, representing manuscripts, history and literature, relevant to Port Talbot and the Afan area, and more widely to Wales.
2. working with Mrs Jones to identify which parts, if any, of her collection can be placed immediately with a professionally supervised archive service, and to provide a description of the other parts to enable us, with Mrs Jones, to identify future repositories of her archive.
3. writing a report outlining the elements, with a costed work plan, in sufficient detail to prepare a fully costed bid to undertake the full archiving programme, for which funding will be sought to fulfil; with a list of groups/agencies who could maintain the archive in perpetuity
4. creating an exhibition of the archive material in Aberafan Library, in partnership with the Library management and arranging two talks by Sally Roberts Jones and two poetry readings of her work by her and others, each to take place in Aberafan Library and Carmel Chapel Vestry.



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL
Rhif y Cwmni/Company number: **15284549**
www.calonafan.org



CALON



AFAN

The Heritage Archival Reviewer

This person will be answerable directly to the Calon Afan Board and will work in close liaison with them, with Sally Roberts Jones and with Eirwen Hopkins.

The Heritage Archival Reviewer's role will include:

- Examining and reviewing the collection of manuscripts, books, papers etc. of Sally Roberts Jones, and making a broad category list of contents, in order to make an initial assessment and consideration of any future actions that should be taken to conserve, store and share the items.
- Writing a report on the findings, to enable Calon Afan to make future attempts to conserve the archive.

The freelance part-time commission of Heritage Archival Reviewer requires an individual who is:

- trained and/or experienced in some aspect of heritage conservation
- able to liaise easily, sensitively, respectfully and sociably with colleagues
- an effective communicator in English; Welsh is an advantage but not a necessary requirement for this post
- computer literate in basic software programmes
- energetic, enthusiastic and hard-working
- to be able to work individually and as part of a team, to fixed deadlines
- able to assess, organise and approach a project with an appropriate level of detail

A degree qualification, or further degree, is desirable but not essential.

Job Location: For examining and identifying the archive collection, the Project Manager will be expected to work from Sally Roberts Jones' house, and also from a location in Port Talbot. Writing and other aspects of the work may be carried out from home, using their own communication technology, (computer, mobile phone etc.), attending meetings as required online or in person locally.

Job Hours: a total of 16 days: this will usually be one day a week over a total of 18 weeks, on an agreed day between Mon – Fri for 7 and a half hours.



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL
Rhif y Cwmni/Company number: 15284549
www.calonafan.org





CALON AFAN

Fee: £4,000 flat fee for the contract, to include all travelling and other expenses. No holiday or other allowances are included.

Duration of contract: Eighteen weeks, from agreed starting date.

Shortlisted candidates will be asked to attend an in-person interview on the morning of Friday 7th March 2025.

To apply, send completed form and CV to Eirwen Hopkins at: eirwenhopkins@aol.com by 12 mid-day on Monday 3rd March.

Applications will be welcomed in English or in Welsh.

Gwnaed Trysorau Lleol yn bosibl gan Gronfa Treftadaeth y Loteri Genedlaethol.
Trysorau Lleol is made possible with The National Lottery Heritage Fund.



Cwmni Buddiant Cymunedol **Calon Afan** Community Interest Company
2 Brookway Close, Port Talbot, SA12 8EL
Rhif y Cwmni/Company number: **15284549**
www.calonafan.org



CALON



AFAN

Trysorau Lleol
Heritage Archival Reviewer / Adolygydd Archifaidd Treftadaeth
Freelance Post Application Form/ Ffurflen Cais Post Llaw-rhydd

Enw / Name

Cyfeiriad / Address

Côd Post / Postcode

Tel:

E-Bost / Email:

Addysg ac Hyfforddiant / Education and training
Rhowch manylion os gwelwch yn dda / Please give details:



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company
2 Brookway Close, Port Talbot, SA12 8EL
Rhif y Cwmni/Company number: **15284549**
www.calonafan.org





CALON

AFAN

Cymhwysterau / Qualifications

Rhowch manylion os gwelwch yn dda / Please give details:

Hanes eich cyflogaeth / Employment history

Eich cyflogwr presennol neu mwyaf diweddar / Your current or most recent employer

Enw eich cyflogwr / Name of employer:

Cyfeiriad / Address:

Côd Post / Postcode:



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL

Rhif y Cwmni/Company number: **15284549**

www.calonafan.org



CALON



AFAN

Teitl eich swydd / Job title:

Cyflog / Pay:

Hyd amser gyda'r cyflogwr / Length of time with employer:

Dyletswyddi / cyfrifoldebau / Duties / Responsibilities:

Cyflogwyr cynt / Previous employers

Dwedwch am swyddi eraill yr ydych wedi'u gwneud, ac am y sgiliau a defnyddiwyd neu addysgwyd yn y swyddi yno



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL

Rhif y Cwmni/Company number: **15284549**

www.calonafan.org



CALON



AFAN

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Datganiad i gefnogi'ch cais / Supporting statement

Dwedwch pam yr ydych wedi ceisio am y swydd hon, a phaham yr ydych yn credu'ch bod chi yw'r person gorau am y swydd

Please tell us why you applied for this job and why you think you are the best person for the job.



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL

Rhif y Cwmni/Company number: **15284549**

www.calonafan.org





CALON

AFAN

Trefniadau ac gyfweiliad ac argaeledd / Interview arrangements and availability

Os oes anabledd gyda chi, dwedwch wrthym ni os gwelwch yn dda os oes unrhyw addasiadau rhesymol y gellir'u gwneud i'ch cynorthwo yn eich cais neu yn ein proses ricriwito.

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL

Rhif y Cwmni/Company number: **15284549**

www.calonafan.org



CALON



AFAN

A oes unrhyw ddyddiadau pan na fydddech ar gael am gyfweiliad?

Are there any dates when you will not be available for interview?

Prydd gallwch ddechrau gweithio gyda ni?

When can you start working for us?

Hawl I weithio yn y DU / Right to work in the UK

A oes angen drwydded I weithio yn y DU? Oes / Nag oes

Do you need a work permit to work in the UK? Yes / No

Canolwyr / References

Rhowch enwau a manylion cyswllt 2 berson os gwelwch yn dda sydd ar gael i'w gofyn i fod yn ganolwyr. Gofyn iddyn nhw cyn cynnigir cyflogaeth. Na fydden ni ofyn l'ch cyflogwyr presennol nes I ni gael eich caniatâd.



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL

Rhif y Cwmni/Company number: **15284549**

www.calonafan.org



CALON



AFAN

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Canolywr 1 / Referee 1

Canolwr 2 / Referee 2

Datganiad / Declaration

Cadarnhaf bod yr wybodaeth a darperir ar y ffurflen hon, hyd eithaf fy ngwybodaeth, yn gywir, a derbynaf gall rhoi gwybodaeth anghywir yn fwriadol arweinio at ddiswyddiad.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Enw / Name:

Llofnod / Signature:

Dyddiad / Date:



Cwmni Buddiant Cymunedol Calon Afan Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL
Rhif y Cwmni/Company number: **15284549**
www.calonafan.org



CALON



AFAN



Cwmni Buddiant Cymunedol **Calon Afan** Community Interest Company

2 Brookway Close, Port Talbot, SA12 8EL

Rhif y Cwmni/Company number: **15284549**

www.calonafan.org

