

## **JOB DESCRIPTION**

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| <b>Job Title</b>     | Irish Travellers Youth Worker  |
| <b>Location</b>      | BIAS' offices (Kilburn and Willesden)  |
| <b>Employer</b>      | BIAS Management Committee  |
| <b>Reporting to</b>  | Project Manager  |
| <b>Hours of work</b> | 35 hours per week - Monday to Friday 9.30am to 5.30pm.<br>Some evening and weekend work will be required for which<br>"time off in lieu" will be given |
| <b>Holidays</b>      | 29 days per year plus bank holidays  |

### **OBJECTIVES OF THE POST**

- ◆ To provide a creative and culturally sensitive youth work support service to Irish Traveller youth in the London boroughs of Brent and Harrow including one to one case work, group work and campaigning work.
- ◆ To work with Traveller youth who live in housing and/or on the registered Traveller Sites in the Project catchment area
- ◆ To monitor and identify unmet need and initiate the development of responses to meet those needs.
- ◆ To promote and highlight the needs and experiences of Irish Traveller youth and to ensure that these needs and experiences are fed into the policy and decision making process.

### **KEY DUTIES OF THE POST**

#### **1.0. Casework/Groupwork**

- 1.1. To work directly with Irish Travellers youth in the Project catchment area to develop culturally sensitive one to one casework and group-work services.
- 1.2. To provide specific information, advice and support to young Irish Travellers which will include advocacy, representation and campaigning work.
- 1.3. To develop a range of groupwork activities, which will include youth groups, after school groups, football, swimming, Irish dancing classes and others.
- 1.4. To maintain accurate and up-to-date records of all work undertaken.
- 1.5. To establish good relations with key voluntary and statutory agencies and to negotiate joint and partnership working arrangements.

## **2.0. Development**

- 2.1. To research need and existing provision for Irish Traveller youth and in response to this need to develop a range of culturally sensitive services.
- 2.2. To explore new sources of funding which could assist BIAS in its work with Irish Travellers youth and in turn prepare and submit grant applications in conjunction with Project Manager.
- 2.3. To work in conjunction with other workers in BIAS on the development of specific proposals/projects for Irish Travellers.
- 2.4. To promote and represent BIAS at external meetings and forums relevant to the Project.
- 2.5. To produce regular written evaluation reports on the work to the Project Manager/BIAS Management Committee.
- 2.6. To liaise with commissioners, providers and planners of services to ensure the needs of young Irish Travellers are being identified and appropriate services provided (to meet these needs).
- 2.7. To establish good relations with key voluntary and statutory agencies and to negotiate joint working arrangements.

## **3.0. Other**

- 3.1. To undertake additional tasks and responsibilities which may arise on an ad hoc basis and which are relevant to the post.
- 3.2. To undertake evening/weekend work where necessary as required for the post.
- 3.3. To participate in weekly office telephone and duty rotas.
- 3.4. To attend and contribute to monthly supervision sessions and fortnightly team meetings.
- 3.5. To maintain confidentiality of personal information on Project users and adhere to BIAS Policy.
- 3.6. To undertake all work with due regard to equal opportunities policy, practice and procedures.
- 3.7. To keep abreast of developing legislation, best policy and practice.
- 3.8. To be primarily self-servicing and responsible for doing own administration including word processing letters and reports.

*01 September 2004*

## **Person Specification**

### **Irish Travellers Youth Development Worker**

|                                |     |   |
|--------------------------------|-----|---|
| <b>Education/Qualification</b> | 1.  | Possess a relevant Social Work, community work youth work qualification or indicate a broad range of relevant experience                            |
| <b>Experience</b>              | 2.  | At least one years experience of working with disadvantaged people and preferable with Irish Travellers.  |
|                                | 3.  | Previous youth work experience in a statutory or voluntary setting.   |
|                                | 4.  | Experience of developing and running groups.  |
| <b>Knowledge</b>               | 5.  | Knowledge, awareness and understanding of Irish Traveller culture and experiences generally.  |
|                                | 6.  | Knowledge of legislation relevant to the care, protection and welfare of children, notably The Children Act 1989.                                   |
|                                | 7.  | Knowledge and awareness of equal opportunities, anti-racist and anti-discriminatory practices that are of particular relevance to Irish Travellers. |
|                                | 8.  | Understanding of how poverty, deprivation and poor housing can affect families lives.   |
| <b>Skills/Abilities</b>        | 9.  | Ability to develop a range of play, information and support services for children and families.   |
|                                | 10. | Good written and verbal communication skills.   |
|                                | 11. | Excellent time management and organisational skills.  |
|                                | 12. | Able to monitor and evaluate how equal opportunities informs own work.  |
|                                | 13. | Able to work on own initiative within a programme of set targets and deadlines.   |
|                                | 14. | Able to establish and maintain good working relationships with people from a wide range of personal and professional backgrounds.                   |
|                                | 15. | Able to manage, and work under pressure.  |
|                                | 16. | Able to use computer packages i.e. Word for Windows, the Internet and E-mails.  |