

## **GYPSIES & TRAVELLERS WALES**

<b>Post:</b>	Employability and Skills Officer
<b>Responsible to:</b>	Co-ordinator
<b>Salary:</b>	£24,981-£27,041 p.a. 37.5hrs Initially for 6 months (with likely extension of 4+years)

### **PURPOSE OF POST**

**To support Gypsies and Travellers to gain the skills, qualifications and confidence needed to enter employment, enterprise or further learning.**

### **MAIN FUNCTIONS**

1. To support Gypsies and Travellers to enter employment or other activities that maximise the chances of employment, such as education, training and volunteering
2. To improve access to training and employment agencies for Gypsies and Travellers and encourage understanding of Gypsy and Traveller needs and culture.
3. To encourage and facilitate involvement by Gypsies and Travellers in expressing and/or meeting their own needs through support and enabling work practices.
4. To contribute to and support the organisation's delivery of its core aim and objectives

### **KEY DUTIES:**

- 1 To support Gypsies and Travellers to enter employment or other activities that maximise the chances of employment, such as education, training and volunteering**
  - 1.1 Providing 1-2-1 goal-focused support sessions; enabling a caseload of clients to move into suitable and sustainable education, training and employment. Working with clients to identify barriers, strengths and goals, with a focus on employability.
  - 1.2 Enabling a smooth transition for clients moving into employment, including in-work support. Conducting benefit calculations and making sure in-work benefits are maximised.
  - 1.3 Publicise the project services and training sessions.
  - 1.4 Respond to Gypsies and Travellers' needs consistent with the aims and work methods of Gypsies and Travellers Wales through a combination of group sessions, workshops and 1-2-1 sessions
  - 1.5 Provide information, signposting and assistance to Gypsies and Travellers to enable them to access further support accessing employment and self-employment.
  - 1.6 Maintain internal records; analyse advice and information records for significant issues and trends; prepare reports (including for funders) and deal with correspondence.

## **2 To improve access to training and employment agencies for Gypsies and Travellers and encourage understanding of Gypsy and Traveller needs and culture.**

- 2.1 Deliver training where requested to encourage greater understanding of working with Gypsies and Travellers
- 2.2 Develop effective relationships with training and employment agencies – to improve their awareness of the needs and culture of Gypsies and Travellers and accessibility to their services
- 2.3 Maintain a working knowledge of current information around employment and self – employment that could affect Gypsies and Travellers
- 2.4 Make available opportunities for training and/or awareness raising about Gypsies and Travellers' issues and culture to appropriate statutory or voluntary agencies.
- 2.5 Promote and raise the awareness of Gypsies and Travellers' specific needs and represent the Gypsy and Traveller viewpoint to promote a greater understanding amongst the wider community and with appropriate agencies.
- 2.6 Prepare regular reports for and attend meetings of appropriate liaison forums and groups with external organisations.
- 2.7 Develop consistent evaluation of the project's impact with beneficiaries and partner agencies

## **3 To encourage and facilitate involvement by Gypsies and Travellers in expressing and/or meeting their own needs through support and enabling work practices.**

(Support and advice work should not be disabling or dependency creating; emphasis is placed on the importance of skill and information sharing.)

- 3.1 Assist Gypsies and Travellers in representing their own interests through the provision of skills and employment support.
- 3.2 Create appropriate opportunities to enable Gypsies and Travellers' views to inform policy development in relation to skills and employment support.
- 3.3 Facilitate feedback from Gypsies and Travellers on the services of the organisation and encourage their input to the development of Gypsies & Travellers Wales.

## **4 To contribute to and support the organisation's delivery of its core aim and objectives**

- 4.1 Actively responsible for individual and projects aims and objectives and participation in team meetings, supervisions and appraisal and training to ensure a cohesive and professional working environment at all times. Participate in advice and client 'drop-in' sessions
- 4.2 Provide reports to, and meet regularly with, an executive committee member for supervision and annual appraisal.
- 4.2 Contribute to strategy and policy planning for the organisation, and effective work delivery, through staff team meetings and other working groups.
- 4.3 Prepare regular reports for and attend the Management Committee as required.
- 4.4 Other reasonable duties as may be necessary.

PERSON SPECIFICATION – Skills and Employment Support Officer

		Essential	Desirable
<b>1.</b>	<b>Qualifications</b>		
1.1	Minimum education attainment to be NVQ level 3, A-level or equivalent through experience	*	
1.2	Recognised qualification in a field appropriate to working with Gypsy & Traveller communities or equivalent		*
1.3	Essential Skills teaching qualification		*
<b>2.</b>	<b>Knowledge and Experience</b>		
2.1	Minimum of 2 years working experience in a relevant field such as training and employment support, advice work, Youth services, etc.	*	
2.2	Experience of planning, facilitating and delivering group work sessions (ideally with a focus on employability and confidence building)	*	
2.3	Experience of assessing clients' needs and developing individual, goal-focused action plans	*	
2.5	Experience of managing complex and difficult situations in relation to vulnerable client group(s).	*	
2.6	Experience of analysing information and writing formal reports	*	
2.7	Current knowledge of Education, Employment and Training opportunities.	*	
2.8	Experience and/or understanding of Gypsy and Traveller community life and associated public policy		*
<b>3.</b>	<b>Skills and Aptitudes</b>		
3.1	Ability to communicate with socially excluded communities and to gain their confidence	*	
3.2	Ability to communicate well both orally and in writing with a range of organisations and professional levels	*	
3.3	The ability to understand the issues faced by Gypsy and Travellers when looking for employment, education and training.	*	
3.4	Ability to work independently and as part of a small team	*	
3.5	Ability to work in ways which enable and motivate other people to gain skills and confidence	*	
3.6	Ability to use word processing, database and spreadsheet software	*	
3.8	Ability to be self-motivating, work under pressure, and manage time effectively		
3.9	Able to deliver Equal Opportunities and Anti-Discriminatory work practice	*	
<b>5.</b>	<b>Other</b>		
5.1	Able to work flexibly and outside normal office hours where necessary	*	
	Able to communicate in Welsh and/or a relevant Gypsy or Traveller language		*