**Job Description**

**POST:** Traveller Intervention Coordinator

**LOCATION**: The Maureen Sheehan Centre, 106 Albert Street, Belfast BT12 4HL

**Salary:** NJC Scale 6 Point 28 - £24,964 gross per annum + 6% pension

**REPORTS TO:** Liz McShane

**RESPONSIBLE TO:** Board of Directors ASCC Ltd

**Purpose of the Role:**

This is a one-year post to 31st May 2018 with potential of one-year extension.

The focus of the post is to provide support and build capacity within Belfast Health & Social Care Trust area to ensure optimum co-ordination of interventions with the Traveller community.

The Coordinator will play a unique role in helping to ensure that voluntary, community and statutory organisations working with Travellers are supported in their particular role.

The post holder will facilitate, and ensure, relevant connections between Healthy Living Centres, family support services and early years’ programmes in addressing the needs of Traveller children and families.

The post holder will work to ensure appropriate links and integration with relevant programmes areas across the Trust and other related areas, such as: maternity services, Surestarts, Emotional Health and Resilience and Health Improvement.

**Main Responsibilities**

The post holder will establish good working relationships with those involved in supporting the health and wellbeing of Traveller children, and families.

S/he will support the development shared action plan within the BHSCT area in close liaison with PHA, and the wider statutory, voluntary and community sector.

The post holder will facilitate a number of stakeholder forums that include statutory, community and voluntary sector organisations.

The post holder will be a point of contact for Traveller families, by linking them to relevant services through:

* Developing a referral process which supports access to community and voluntary services with a focus on Healthy Living Centres.
* The first point of contact for stakeholder enquiries, liaising with other agencies in a professional manner, ensuring that complex and sensitive information is communicated with empathy and reassurance and within the boundaries of data Protection Legislation..
* Identify any barriers to Travellers accessing the care and support they need and work with the individual and relevant agencies to remove or mitigate any adverse effect such barriers may pose.
* Advocate on behalf of and if necessary accompany individuals to services / appointments / activities where low confidence, low motivation and diminished trust may have left them isolated and marginalised.
* Networking and sharing information with relevant partners;

The post holder will support and facilitate, as required, ongoing stakeholder engagement, with local Travellers, and compliment this with evidence based practice when evaluating interventions.

The post holder will be a member of the PHA and BHSCT forums and will therefore contribute to the achievement of their overall objectives.

**Job Specification**

**Essential Criteria**

Only those applicants who state clearly on their application form that they have the required level of qualification/experience will be invited to attend interview.

* A third level qualification and 3 years’ experience involving planning and delivery within a health improvement, public health or community development role.

**OR**

* A minimum of 5 years’ proven experience involving planning and delivery within a health improvement, public health or community development context.

**AND**

* One years’ experience working with families from diverse ethnic, cultural and socioeconomic background.
* Demonstrate experience of effectively engaging with and building positive relationships with clients in situations where they have been vulnerable./ marginalised
* Knowledge of the health and social care needs of marginalised / vulnerable communities
* Knowledge and understanding of the public health context, strategies and best practice approaches.
* Demonstrate experience and working knowledge of basic information and communication technology including the use of Microsoft Office applications, email and internet
* Demonstrate substantial evidence within the last three years and a proven track record of working across sectors and disciplines.
* High level of interpersonal and communication skills both verbal and written.
* Understanding of needs assessment and evidence based practice and ability to analyse and use data.
* Demonstrate effective networking, influencing and facilitation skills.
* Ability to liaise with a variety of stakeholders
* Demonstrate experience of providing progress reports and management information in clear and agreed formats in line with a reporting schedule.
* Demonstrate experience of successfully prioritising and managing your own workload while also communicating effectively with colleagues and management.

**Desirable Criteria**

* Experience and understanding of Traveller Culture.
* Experience of working within a community project/ and or community organisation