**Armagh Traveller Support Group Management Committee**

### PERSONNEL SPECIFICATION

**JOB TITLE Project Support Worker**

**DIRECTORATE** Armagh Traveller Support Group Management Committee

**Notes to applicants:**

1. *You must clearly demonstrate on your application form how you meet the required criteria – failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

***ESSENTIAL CRITERIA –*** *these are criteria all applicants MUST be able to demonstrate either at shortlisting or at interview. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below;*

***The following are essential criteria which will initially be measured at Shortlisting Stage although may also be further explored during the interview stage;***

***QUALIFICATIONS / EXPERIENCE***

A degree qualification in a Health, Social Care, Youth, Education or Community Development discipline

**AND**

2 years paid experience (within the last 5 years) delivering projects in a community development setting

**OR**

5 years paid experience delivering projects in a community development setting.

***KNOWLEDGE & SKILLS***

Proven written, verbal and interpersonal skills and ability to communicate with a range of audiences.

Proven ability to work enthusiastically on own initiative as well as collaboratively with other service providers.

Proven project coordination and organisational skills.

Proven ability to manage difficult situations.

Understanding of issues impacting on disadvantaged communities particularly in relation to social justice, equality, empowerment and collective action.

Applicants must demonstrate an assurance that they can meet the needs of flexible working arrangements and unsocial hours and have access to their own vehicle for work purposes.

Experienced in using Office IT systems including Word, access and excel.

Full valid driving license and use of a car on appointment.

***DESIRABLE CRITERIA –*** *these will only be used where it is necessary to introduce additional job related criteria to ensure files are manageable. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted*

***QUALIFICATIONS / EXPERIENCE***

Previous work with the Irish Traveller Community and/ or other ethnic minority groups in either a paid or unpaid capacity.

Understanding of the support needs and challenges faced by Irish Travellers.

***KNOWLEDGE, TRAINING & SKILLS***

Proven ability to work effectively in the interest of Irish Travellers and/or marginalised groups with a range of public, voluntary and statutory bodies.

An understanding and appreciation of Traveller history and culture.

**If this post is being sought on secondment then the individual MUST have the permission of their line manager IN ADVANCE of making application.**

*As part of the Recruitment & Selection process it will be necessary for to carry out a Protection of Children and Vulnerable Adults check (Access NI) before any appointment to this post can be confirmed.*

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**

**All staff are required to comply with the Smoke Free Policy**