

## ROLE DESCRIPTION

<b>Job Title:</b>	Irish Traveller Movement Community Development Intern
<b>Salary:</b>	TBC
<b>Reporting to:</b>	Capacity Development Team
<b>Location:</b>	London Office/their region.
<b>Hours:</b>	Part time hours to be decided.  9.00am to 5.00pm (Monday to Friday)  Evening and weekend work will also be required periodically for which time off in lieu will be given.
<b>Closing date:</b>	28 <sup>th</sup> May 2010

Please note: The duties will include but may not be limited to those detailed below. The post may require the undertaking of additional duties for which the post holder will be adequately skilled and experienced.

### **ITMB Purpose**

The Irish Travellers Movement in Britain seeks to raise the profile of Irish Travellers in Britain and increase their say in decision making processes and forums. The ITMB seeks to challenge discrimination and develop national policies that ensure the inclusion of Traveller Communities in all levels of society.

### **Overview of Project**

The community development support worker will engage with the Gypsy Roma and Irish Traveller communities in order to bring about social change. You will work with individuals, families or whole communities to empower them to:

- identify their needs, opportunities, rights and responsibilities;
- plan what they want to achieve, and take appropriate action;
- develop activities and services to improve their lives.

You will act as a link between communities and local government and other statutory bodies and build up a deeper understanding of the issues facing the community.

A mentor programme will help you to develop all the skills you need to do this job. You will shadow members of ITMB staff and will be expected, with support, to develop and maintain a work plan and learning log. You will develop a Portfolio and CV and will be expected to work towards a Level 2 qualification in Community Development. You will work approximately 1-3 days each week and attend the course (location TBD) . Attending this course **will not** be part of your time at work, although travel expenses will be covered.

After satisfactory completion of the programme you will have gained a reference for future employment.

The work placement will complement the course in Community Development.

The values at the core of community development are:

- social justice
- self-determination
- working and learning together
- sustainable communities
- participation

### **Possible examples of duties in the role**

- networking
- finding out about the community's needs, problems and barriers
- making sure that local people have their say
- developing new opportunities and monitoring existing projects
- helping to raise public awareness about community issues
- encouraging local people to take action
- building links with other groups and agencies
- planning meetings and events
- shadowing ITMB team members
- learning
- doing any necessary administrative work

**Representation:**

The Post holder will promote and represent ITMB at external meetings and forums, relevant to the project.

The Post holder will establish partnerships, liaise and negotiate with a range of organizations and professional bodies to develop strategies to support and meet the specific needs of ITMB.

**Duties:**

- To be self-serving and responsible for own administration
- To attend regular mentor sessions and produce progress reports as requested
- To have a flexible approach.
- To comply with ITMB policies and procedures including Equal Opportunities, Employment, Health and Safety, Confidentiality, and Race Relations legislation which impact on this area of work.

**PERSON SPECIFICATION**

**Education/Qualification:**

No formal qualification is necessary.

**Experience/ knowledge:**

- Good administrative and organisational skills
- Good written and verbal communication skills
- Able to work well in a team
- Able to work flexibly, which may require some out of hours work

- Computer literate, preferably with experience of Word, Excel and PowerPoint
- Good working knowledge of email, internet use and websites

### **Skills /Ability**

- An aspiration for positive social change
- Be enthusiastic
- Have lots of motivation
- The ability to clearly communicate your needs and aspirations
- The desire to learn and develop from experiences- successes as well as mistakes.
- Enjoy team work
- Open to knowledge and improvement and making the most of lots of great opportunities.