

Job Description

Employer:	Wexford Local Development Ltd.
Job Title:	Pilot Traveller & Roma Primary Health & Social Care Project Officer
Contract:	Part-time (14 hours per week i.e. 2 days) for 1 year
Office Location:	WLD, Mill Park Road, Enniscorthy, Co. Wexford

Background:

The HSE Social Inclusion Office CHO Area 5, Wexford Waterford Education and Training Board (WWETB) and Wexford Waterford Department of Social Protection (DSP) have formed an Interagency Steering Committee to develop a **Pilot Primary Health and Social Care Programme for Roma and Travellers** in County Wexford.

Wexford Local Development is co-ordinating the pre-development phase of this pilot programme and is now seeking to employ a part-time Project Officer to co-ordinate the pre-development phase.

Overall Purpose of Job:

To co-ordinate the pre-development phase of the Pilot Traveller & Roma Primary Health & Social Care Programme in Co. Wexford

Reporting to: Community Development Programme Coordinator

WLD Programme Team: Community Development Team (See Appendix 1)

Linking With:

The Project Officer will liaise with:

- WLD Community Development Team members
- Other relevant WLD programme staff
- Staff from the agencies represented on the Interagency Steering Committee
- Other voluntary and statutory agencies that have responsibility for and the capacity to provide education, training and employment support services to the target Traveller & Roma individuals

Key Responsibilities:

- Deliver on the Pilot Traveller & Roma Primary Health & Social Care Programme targets and KPI's as agreed between WLD and the Interagency Steering Committee (See Appendix 2)
- Produce regular reports on the delivery of the programme targets and learning from the programme within required timeframes using WLD's Salesforce CRM system and other evaluation tools.
- Outreach to Traveller & Roma Communities to actively engage, recruit and induct Traveller & Roma, male & female participants with the programme, with particular attention given to the engagement of U25 participants.
- Establish three core groups of participants – 1. Traveller Men; 2. Traveller Women; 3. Roma (Men and Women)
- Development of Personal Action Plans with clear and tangible progression goals for individual participants.
- Co-ordination of training and mentoring supports for participants in partnership with WWETB to support participants to access education & training opportunities in the area of health and social care, as well as other areas of interest to individual Traveller and Roma participants
- Provision of ongoing one-to-one, in-training & mentoring supports to programme participants
- Identification of potential educational and/or work placements for programme participants in partnership with WWETB and DSP, as per progression goals identified and provision of mentoring supports during associated placements.

- Work collaboratively with other agencies and WLD programmes to ensure maximum benefit for Traveller and Roma participants and to give the programme added value.
- Work to Community Development principles.
- Ensure the delivery of excellent standards of work and customer service
- Ensure that you uphold Wexford Local Development's Code of Behaviour for its staff.
- Ensure safe working and operations of your area of work by implementing Wexford Local Development's health and safety policy in full
- Demonstrate a commitment to the Company's Core Purpose and Vision

Core Competencies:

- Relevant knowledge and understanding of social inclusion and equality issues and a commitment to addressing inequalities
- Clear knowledge and understanding of the principles of Community Development
- Results orientated
- Excellent written and verbal communication skills
- Excellent IT skills
- Excellent interpersonal skills
- Team work and collaboration skills
- Commitment to quality
- Demonstrate a sense of urgency and continuous improvement in your work
- Project Management: Ability to manage projects/actions and deliver programme targets within budget and specified time frames.
- Ability to be flexible and to adopt to changing circumstances
- Technical competence for the area of responsibility
- Working knowledge and experience of working with participants not familiar with formal adult learning environments
- Knowledge of employment focused training initiatives
- Working knowledge of agencies and relevant supports that can be accessed in the community and statutory sectors
- Knowledge of the barriers to participation experienced by minority groups
- Motivational interviewing skills would be an added advantage

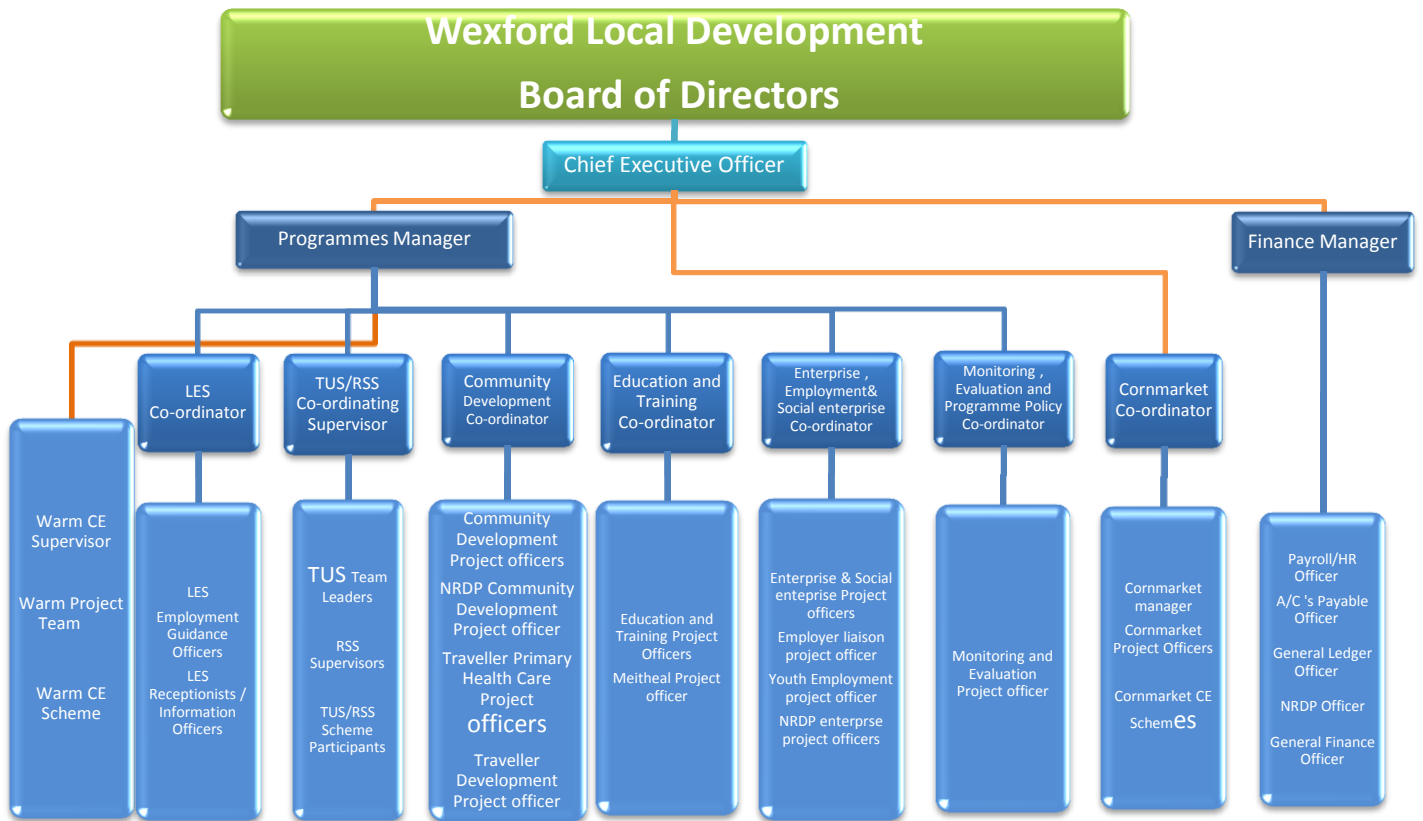
Essential To The Role:

- A third level qualification (minimum NFQ Level 7) in Community Development, Social Science or related discipline
- A minimum of 3 years' experience working in the area of Community Development
- A minimum of 3 years' experience working with minority groups such as Travellers & Roma
- Experience of developing and co-ordinating local community-based training programmes for minority and/or marginalised communities
- Experience of developing and co-ordinating formal training
- Experience of working with people who are unfamiliar with formal adult learning environments
- Experience of developing good quality relationships with minority groups
- Experience of work experience/placement projects
- Ability to work flexible hours in line with programme development requirements

Other:

- Access to a car for work purposes
- Full clean drivers licence

Appendix 1: Wexford Local Development Organisation Structure



Appendix 1: Key Performance Indicators – Pilot Traveller & Roma Health & Social Care Programme in Co. Wexford – as per Interagency Steering Committee, March 2017

1. Establish three groups of participants:
 - Traveller Men
 - Traveller Women
 - Roma Men & Women
2. Research the needs of each individual and co-produce a 1 – 1 support plan for each individual (Personal Action Plan)
3. Encourage the empowerment of individual participants to be actively involved in setting their own progression goals and take ownership of reviewing their Personal Action Plan on an ongoing basis
4. Provide appropriate mentoring & support based on plan with a view to each participant having an initial ETB Learning Assessment and then completing ETB Putting The Pieces Together programme; before August 2017
5. Supporting/mentoring a participatory and or learning programme for the groups to run from September 2017 to March 2017 based on individual support plans.