

Job Title: Community Development Support Worker (trainee)

Responsible to: Community Development Worker

Role purposes:

- Supporting and encouraging GTC to learn new skills, knowledge and confidence.
- Encourage people to speak out about subjects which matter to them and find ways to have their voices heard
- Listen to what GTC communities want, assist with the planning and promotion activities and opportunities.
- Developing relationships and trust through outreach to Gypsy and Traveller families living on sites, housing and roadside encampments.
- Providing training for the worker

Key Duties

1. To visit Travelling families in York and surrounding areas to promote YTT and the opportunities we can offer.
2. To engage with and listen to members through home visits and outreach at council and private site, roadside, yards and houses to find out what matters to the GTC and what people want to change.
3. To assist in the running of activities at YTT particularly with young people, including set-up and clean-up
4. To communicate with the Community Development Worker and volunteers about programme activities
5. Under the direction of the Community Development Worker, work with other partners to promote the project and organise jointly run activities, particularly with young people
6. To build a rapport with Centre users and listen to their concerns, particularly with young people
7. Attend relevant training courses/workshops

General Duties

8. Take responsibility for maintaining client records in line with YTT guidelines
9. To prepare for and attend all required staff, departmental and other meetings.
10. To undertake supervision, appraisal and professional development as requested.
11. To communicate and share information effectively and appropriately across the team, membership and partners.

12. To act in accordance with all York Travellers Trust Values, policies, guidelines and conditions of employment.
13. To contribute to maintaining a safe, effective and pleasant working environment.
14. To undertake any other duties appropriate to the post as required.

PERSON SPECIFICATION

All of the qualities we are seeking may be demonstrated through skills and experiences in paid or unpaid work. Applicants will need to demonstrate that they have all the essential requirements and as many as possible of the desirable requirements.

	Essential	Desirable
Education, training qualifications	Experience of widening education and self-awareness boundaries.	
Relevant Experience	Experience of working with Gypsies and Travellers	Experience of statutory and non-statutory organisations.
Knowledge/Skills	Awareness of issues affecting Gypsies and Travellers	
	Competency in use of computers, particularly Word and the internet or willingness to learn.	
	Strong communication and listening skills	
	Negotiating skills	
	Strong interpersonal skills	
Personal Attributes	Able to work independently and as part of a team.	
	Committed to equal opportunities and diversity.	
	Able to learn and adapt to changing circumstances, including lateral thinking and generating potential solutions.	
	Able to form good working relationships.	
	Willingness to undertake further appropriate training.	
Additional Factors	Able to work occasional evenings and weekends.	
	Able to travel easily around the York and other areas as determined.	