

**Job Title: Community Development Worker (Well-being)**

**Responsible to:** Director

**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, plan and promote activities and opportunities.
- Developing relationships and trust through outreach to Gypsy and Traveller families living on sites, housing and roadside encampments.
- Working closely with community activists providing support and training where needed to be effective change-makers.
- To liaise appropriately with other agencies, council officers and local politicians and attend meetings and forums.
- To gain an understanding of relevant policies on a local, regional and national level as well as relevant legislation

**Key Duties:**

Working with the GTC and as appropriate other users of the Centre

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. With involvement from the community, plan, promote and and run activities and learning opportunities through YTT
4. Encourage others to use to use the Centre
5. Create and run a steering group of Centre users
6. Support and encourage Community Action Groups of the GTC to advocate on local, regional and national issues affecting the GTC.
7. To attend conferences & meetings, negotiate with agencies & write letters on behalf of YTT clients as appropriate.
8. Ensure that GTC working with YTT are informed of & understand their rights.
9. Liaise & negotiate with other agencies concerning specific cases & on general issues as required.

#### Working with other agencies

10. Become aware of relevant policies local, regional and national policy
11. To liaise and negotiate with other agencies concerning specific cases & on general issues as required.
12. Encourage and facilitate other agencies to run activities at YTT

#### General Duties

13. Take responsibility for maintaining client records in line with YTT guidelines
14. To prepare for and attend all required staff, departmental and other meetings.
15. To undertake supervision, appraisal and professional development as requested.
16. To communicate and share information effectively and appropriately across the team, membership and partners.
17. To act in accordance with all York Travellers Trust Values, policies, guidelines and conditions of employment.
18. To contribute to maintaining a safe, effective and pleasant working environment.
19. 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.

	<b>Essential</b>	<b>Desirable</b>
<b>Education, training qualifications</b>	Experience of widening education and self-awareness boundaries.	Further or Higher Education Qualification.
<b>Relevant Experience</b>	Experience of working in or with statutory and voluntary organisations.	Experience of delivering and/or developing training
	Experience of multi-agency working.	Experience of working with Gypsies and Travellers
	Provision of written and oral reports to a variety of audiences.	Experience of supporting Networks or forums
<b>Knowledge/Skills</b>	Awareness of issues affecting Gypsies and Travellers	Ability to work at a strategic level.
	Project development skills	Training skills
	Competency in use of computers, particularly Word and the internet.	
	Strong communication skills	
	Negotiating skills	
	Strong interpersonal skills	
	Presentation skills.	
<b>Personal Attributes</b>	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.	
<b>Additional Factors</b>	Able to work occasional evenings and weekends.	
	Able to travel easily around the York and other areas as determined.	