



**Support and Empowerment Officer (SEO)
ONE YEAR POST
Call for applications – March 2019**

In the midst of multicultural Luton is a vibrant Roma community estimated to be at least 2,000 in size. Luton Roma Trust was established as a charity in 2015 and since then has been reaching out to the Roma who have migrated from Romania and Bulgaria in recent years.


Over the last three years Luton Roma Trust has contributed to the social integration of nearly 1,000 Roma beneficiaries. Our interventions are holistic, covering every area of life including education, health, employment, and social benefits. Throughout the years we have strengthened our relationship with local schools and are working together towards enhancing the educational experience of the Roma children. We are also very proud of the music project we are implementing which is built on the latent talent of the Roma.

*We are now looking for a **Support and Empowerment Officer (SEO) for ONE YEAR.** He/she will cover our present SEO who will be acting Project Manager for a year. We anticipate the SEO will begin work with us in May 2019.*

The SEO will join our team at our Roma Community Centre in Luton. He/she will work face to face with our Roma families, meeting them at their point of need and helping them step-by-step to integrate into the wider life of our town.

To find out more about Luton Roma Trust please have a look at our website at www.lutonromatrust.org.uk where you can learn more about our projects, team members, case studies and partnerships.

Essential Requirements:

-  He/she is educated at a level which allows him/her to carry out their tasks

*Martin Burrell - LRT Chair / Crina Morteau, Project Manager
39-41 New Bedford Road, 9-10 Crystal House, Luton LU1 1HS
office@lutonromatrust.org.uk*

- + Has good speaking and writing skills in English and is able to speak Romanian and/or Romani
- + Is computer literate
- + Has experience of working with vulnerable communities, including the Roma
- + He/she is familiar with the benefits system in the UK and/or is keen on learning
- + Has the ability to work in a team
- + He/she is punctual
- + He/she resides in an area which permits him/her to carry out their duties in Luton
- + He/she must have the right to reside and work in the United Kingdom

Desirable Requirements:

- + He/she is compassionate and tolerant about the needs of the Roma community and others, in general
- + He/she is pro-active and striving to achieve excellence in his/her work
- + He/she has a professional attitude and is well mannered
- + He/she understands and respects Luton Roma Trust's values including its Christian ethos

Salary and other benefits

- + The *Support and Empowerment Officer* will work 25 hours a week over four days of the week (Monday - Thursday) or as agreed with the line manager. We are actively seeking funding to turn this into a full time position
- + The annual salary is £16,250 before tax (There is a statutory employee contribution of 4% towards pension).
- + One year contract with the possibility of being continued if funding becomes available
- + 20 paid holiday days a year
- + Reasonable expenses in connection with work in Luton will be covered.
- + The opportunity to enhance your knowledge and skills in a friendly environment where your ideas could become potential projects.

Application Process

- + To apply, please send your **completed application form and CV** by email to martin@lutonromatrust.org.uk with the subject **Support and Empowerment Officer. The deadline for applications is Monday 15 April 2019. Interviews will be held on Tuesday 23 April in Luton at our Roma Community Centre, 9-10 Crystal House, 39-41 New Bedford Road, Luton LU1 1HS. It is just five minutes walk from Luton railway station.**
- + Skype interviews can be arranged if necessary.
- + Any offer of employment is dependent upon receipt of satisfactory references and any other statutory checks including DBS (criminal record)
- + If you have any questions please contact *either* Assen Slavchev (Acting Project Manager) - assen@lutonromatrust.org.uk 07778 625099
or Martin Burrell (Chair of Trustees) – martin@lutonromatrust.org.uk 07791536713

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