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**Luton Roma Trust**  
**Part-time Support and Empowerment Officer (SEO)**  
**Call for applications - June 2018**

*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 these economic migrants who have migrated from Romania and Bulgaria in recent years. We have just opened our new Roma Community Centre at the heart Luton town centre.*

*Over these last three years Luton Roma Trust has helped nearly 1,000 beneficiaries to build a new life in the UK. Our interventions are holistic, covering every area of life. Our partnerships with local schools aim at enhancing the educational experience of the Roma children. A flourishing music project builds on the latent talent of the Roma.*

*We are now looking for a **Support and Empowerment Officer (SEO)** to join our professional team and be based at our Roma Community Centre. 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.*

**Essential Requirements:**

-  Has a good level of education.
-  Has good speaking and writing skills in English. Is able to speak Romanian and/or Romani.
-  Has basic computing skills.
-  Has experience of working with vulnerable communities, including the Roma.
-  He/she is familiar with the holistic approach to Roma integration.
-  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

## **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
- + He/she understands and respects Luton Roma Trust's values including its Christian ethos

## **Pay and Conditions**

- + The *Support and Empowerment Officer* will work 17.5 hours a week over at least three days of the week (Monday-Friday) and as agreed with the line manager.
- + The annual salary is £10,000 before tax (National Insurance tax is paid by Luton Roma Trust and there will be a statutory employee contribution of 4% towards pension).
- + Paid holiday includes 20 days a year and bank holidays.
- + Reasonable expenses in connection with your work will be paid.

## **Application Process**

- + There is no deadline for this call. We will receive and assess applications until we fill in the position. Interviews will be held in Luton. Skype interviews can be arranged when necessary.
- + To apply, please send your **completed application form** (attached) by email to Crina Morteanu (Project Manager) and marked **Support and Empowerment Officer**. Please use the following email address for all communications: [office@lutonromatrust.org.uk](mailto:office@lutonromatrust.org.uk)
- + The successful applicant will start work as soon as possible. The contract will be for one year with the possibility of extension for further years depending on funding.
- + Any offer of employment is dependent on receipt of satisfactory references and any other statutory checks including DBS.
- + To find out more about Luton Roma Trust please have a look at our website [www.lutonromatrust.org.uk](http://www.lutonromatrust.org.uk) where you will find information about our trustees, history, values, latest news, projects, team members, case studies, partnerships, donations etc.