

The Surrey Gypsy & Traveller Communities Relations Forum

JOB DESCRIPTION

FORUM DEVELOPMENT WORKER

Responsible to: The Chair

Reporting to: The Gypsy & Traveller Communities Relations Forum

JOB PURPOSE

To enable the active participation of Gypsy & Traveller communities in: identifying their own priorities and developing solutions to meet these priorities.

To support the Surrey Gypsy & Traveller Communities Relations Forum (the Forum) in ensuring that the identified needs of Gypsy & Traveller communities are promoted within statutory and voluntary agencies.

KEY RESPONSIBILITIES

To enable the active participation of Gypsy & Traveller communities in: identifying their own priorities and developing solutions to meet these priorities.

- To enable Gypsy & Traveller communities to express their views and needs to NHS Surrey, Local Authorities, Acute Trusts in order to identify gaps and influence service provision.
- To encourage the participation of Gypsy & Traveller communities organisations in the Forum. To identify and promote, with the Gypsy & Traveller communities other mechanisms of involvements.

To support the Surrey Gypsy & Traveller Communities Relations Forum in ensuring that the identified needs of Gypsy & Traveller communities are promoted within statutory and voluntary agencies.

- To convene and provide administrative support to the Surrey Gypsy & Traveller Communities Relations Forum.
- To promote the work of the Surrey Gypsy & Traveller Communities Relations Forum.
- To initiate and lead specific projects identified by the Surrey Gypsy & Traveller Communities Relations Forum including systems for monitoring and evaluating.
- To contribute research and preparation for funding applications, and development proposals to support projects.

- To be aware of issues and gather relevant information about Gypsy & Traveller communities in Surrey, in order to be an information resource for promoting the needs of Gypsies & Travellers.
- To liaise and develop links with and between relevant local voluntary and statutory sector for to further the work of the Forum and.
- Together with members of the Forum's management committee to prepare material on important current issues and activities for publication in the newsletter every quarter.

General Responsibilities

- To service the Forum meetings and Management Committee meetings
- To treat with confidentiality any personal, private or sensitive information about individuals and organisations.
- To keep records for purposes of monitoring and evaluation.
- To contribute to raising awareness about the needs of the Gypsy and Traveller communities with Surrey's local authorities and County Council.
- To develop and promote The Forum's Equal Opportunities and Health and Safety Policies.
- To develop policies for the new organisational as well as code of conduct and practices.
- To be self servicing.
- To participate in supervision sessions and annual personal reviews.
- To attend relevant training in order to fulfil the requirements of the job.
- To participate in Management Committee meetings
- To attend meetings internally and externally as and when requested.
- To be proactive in keeping up to date with developments affecting your work.
- To be flexible within the broad remit of the post
- To take direction on projects and priorities from your line manager which may vary from time to time

PERSON SPECIFICATION

Gypsy & Traveller Communities Relations Forum Development Worker

This person specification sets out the essential qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	
EXPERIENCE	Working with Gypsy & Travellers	✓	✓	
	Working in a rural environment	✓	✓	
	Liaising with one or more of the statutory sector agencies, e.g. local authority, county council or health authority.	✓	✓	
	Organising meetings and/or events.	✓	✓	
	Working with, or in, a voluntary organisation and understanding of the role of voluntary and community sector in support to the G&T Communities	✓	✓	
SKILLS AND ABILITIES	An awareness of different approaches to involving groups and individuals in consultation processes.	✓	✓	
	Speaking effectively at meetings, presentation skills, report writing and minute taking.	✓	✓	
	Clear and accessible writing style.	✓	✓	
	Liaise and negotiate skills at a variety of levels.	✓	✓	
	Ability to work equally effectively on own initiative and as part of a team.	✓	✓	
	Ability to be self-servicing and a willingness to learn to use a range of IT packages.	✓	✓	
	Ability to edit and produce a newsletter	✓	✓	
KNOWLEDGE	Social, housing, health issues and current Government policies affecting Gypsy & Travellers.	✓	✓	
	Commitment to equitable service access and delivery.	✓	✓	
	Knowledge of and commitment to the implementation and development of The Forum's Equal Opportunities policy	✓	✓	
OTHER REQUIREMENTS	Able to occasionally work evenings and at weekends	✓	✓	
	Able to travel within Surrey	✓	✓	

Date Written: 10/10/11

Document Ref: The responsibilities of the post may be changed, subject to review, over a period of time.