

JOB DESCRIPTION

JOB TITLE: Travelling Ahead: EU Settlement Scheme (EUSS) Support & Advice Worker

OFFICE LOCATION: South Wales with regular travel throughout Wales

LINE MANAGER: EUSS Service Coordinator

SUPERVISORY RESPONSIBILITIES: None

PRINCIPAL JOB PURPOSE:

Funded by Welsh Government's Equality & Inclusion Programme, Travelling Ahead provides a service to support Gypsy, Roma and Traveller communities around Wales (children, young people and adults) to access their rights and entitlements, address inequalities and tackle discrimination.

The Travelling Ahead team has a Team Manager with three additional team members in south, west and north Wales with the main team base in Cardiff.

Additional funding has enabled the extension of the services offered to include participation activities for young people and an advice, information and support service for migrant Roma communities currently living in Wales who wish to apply for settled status following the UK's plans to leave the European Union.

This EU Settlement Scheme (EUSS) Support & Advice Worker will:

- **Develop, deliver and coordinate the service to respond to the needs of EU migrant Roma families, specifically**

Raise awareness of the EU Settlement Scheme and the service to Roma communities

Develop accessible information in community languages

Run regular advice/engagement sessions for Roma community members, working with partner organisations where appropriate

Support Roma families to complete EUSS paperwork

Provide resources on the EUSS process to community groups, schools and agencies working with the Roma community

DUTIES & RESPONSIBILITIES

1. Offer advice and support to EU Roma citizens on the EU Settlement Scheme: one-to-one sessions and to groups
2. Support EU Roma citizens making their applications to the EU Settlement Scheme: digital support, language provision (translation help from English into home language), providing information on the application and what is needed
3. Take responsibility for the development of elements of the Service's work as directed by the EUSS Coordinator
4. Raise awareness, understanding and enthusiasm for the Service's work, amongst the Roma community and relevant professionals
5. Prepare / encourage / support / enable Roma community members to engage in the service and achieve their desired outcomes
6. Work in partnership with the members of the Roma community ensuring their voices are central to the process, receiving feedback on the service and acting upon it
7. Liaise and negotiate with relevant professionals to ensure that roles, responsibilities, expectations and contributions are clearly organised, understood and acted upon
8. Ensure that equality of opportunity and anti-discriminatory practice is maintained, and that TGP Cymru's standards in this respect are applied
9. Assist the EUSS Coordinator to assess the Service's outputs against the framework of agreed outcomes by the monitoring of activity and the collection of appropriate information including feedback from service users
10. Ensure that Safeguarding concerns which arise are identified and appropriate decisions are made regarding risk assessment and referral to Social Services / other appropriate agencies under the supervision of the Travelling Ahead Team Manager
11. Comply with the Service's financial and administration systems in accordance with TGP Cymru's policies and procedures
12. Ensure that records are kept in accordance with TGP Cymru's policies and procedures on recording, data management and child protection
13. Maintain confidentiality in respect of the information from service users and professionals in line with TGP Cymru policies
14. Work collaboratively with colleagues
15. Take responsibility for own professional development and undertake appropriate training as required
16. Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade

WORKING CONDITIONS

21 hours per week

Work outside of office hours may be necessary requiring a flexible approach to the working week. Some overnight stays to facilitate sessions in Mid and North Wales will be required.

Regular travel to various locations throughout Wales and occasionally outside Wales requiring a full driving licence and access to transport.

Core competencies (Applicable to all staff)	
Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

PERSON SPECIFICATION

(Specific to this role)

*When completing your application form, please ensure you include evidence of how you meet **all** the **essential** criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:-
*‘Guidelines for completing the application form’ and *‘Guidance on writing competency statements for a job application’*

<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • OISC Level 1 qualification or ability to achieve within 3 months • Good standard of education, numerate and literate. ‘O’ level/GCSE in English and Maths or equivalent • A professional qualification in social work, youth and community work or related discipline such as Health and Education 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A-D</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p>
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Information / Advice giving in a professional capacity • Relationship building, partnerships, multi-agency working • Direct work with Roma children, young people and adults • Planning, leading and delivering pieces of direct work with children, young people and /or adults in a participative manner 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p>
<p>SKILLS, KNOWLEDGE & UNDERSTANDING</p> <ul style="list-style-type: none"> • Supporting children / young people and adults within the community • Knowledge of issues facing the migrant Roma communities in the UK 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p>

<ul style="list-style-type: none"> • Knowledge of the languages used by Roma communities • Fluency in one or more of the eastern European languages spoken by migrant Roma communities • Safeguarding 	<p>E</p> <p>D</p>	<p>A-I</p> <p>A-I</p>
<p>OTHER</p> <ul style="list-style-type: none"> • Full Driving Licence • The ability to speak Welsh 	<p>E</p> <p>D</p>	<p>A</p> <p>A</p>