

## ASSISTANT SUPPORT AND ADVICE WORKER (Casual)

TGP Cymru is the leading Wales based charity, which supports and represents vulnerable children, young people and families through a range of projects, training and campaigning. TGP Cymru services are funded by multiple funders and deliver services pan-Wales.



**TGP Cymru Department:** Family Services

**Responsible to:** EUSS Service Co-ordinator

**Location:** South Wales with regular travel throughout Wales – currently home-based

**Purpose of role:**

The Travelling Ahead project provides a service to support EEA citizens with their applications to the EU Settlement Scheme. The Casual Assistant Support and Advice Worker will support the OISC Level 1 registered Support and Advice Workers to deliver the service responding to the needs of Roma families. S/he will work particularly with the Romanian-speaking community.

**Accountabilities / Responsibilities**

- Engage with the Romanian Roma community to inform about the TGP Cymru Travelling Ahead Advice and Advocacy Service
- Raise awareness of the EU Settlement Scheme (EUSS) to Romanian Roma communities and the need to apply to the scheme
- Support the Support and Advice Workers to develop accessible information in Romanes and/or Romanian
- Support the Support and Advice Workers to run regular advice/engagement sessions for Roma community members, working with partner organisations where appropriate
- Assist the Support and Advice Workers to work with Romanian Roma families to complete EUSS paperwork through Romanian interpretation
- Provide resources on the EUSS process to community groups, schools and agencies working with the Roma community in Romanes and/or Romanian
- Comply with the TGP Cymru's policies and procedures to include finance, reporting, data management and safeguarding
- Promote equal opportunities and anti-discriminatory practice through the work undertaken within post
- Undertake such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade

**Performance Indicators**

- Responsible for the delivery of key performance indicators and standards of practice.
- Quality of service and compliance against statutory, regulatory, organisational and best practice standards and requirements.
- Achievement of service and individual objectives and targets.

**Line management responsibility:**

0

**Budget management responsibility:**

£0

**Grade:**

MS8

**Working conditions:**

This contract is initially proposed on a casual basis with a maximum of 8 hours a week. Going forward, this may increase as we ease out of lockdown.

A flexible approach to the working week is needed that may involve some weekend and evening working and occasional stay away from home overnight if working outside of home region.

Travel to various locations across Wales and the UK is also required.

**Qualifications**

- A professional qualification in social work, youth and community work, or related discipline such as Health and Education (desirable)

**Skills and abilities / competencies**

The post holder will be able to :

- Produce quality results in a service-orientated and timely manner and is committed to deliver agreed outcomes
- Work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others
- Plan and organise work and manage time effectively
- Communicate effectively i.e. express information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
- Be open to new approaches and ideas, respond positively to change and adapt quickly to new situations
- Seek opportunities for continuous learning and professional growth

### **Knowledge / Experience**

The post holder will be able to demonstrate a sound understanding and record of achievement in the following:

- Working with children / young people and adults within the community
- Working with Roma children, young people and adults (desirable)
- Knowledge of issues impacting migrant Roma children, young people and adults in the UK
- Fluency in Romanian (essential) and/or Romanes language (desirable)
- Interpretation experience of English to Romanes and/or Romanian
- Safeguarding

### **Other**

- Display TGP Cymru values and behaviours at all times and actively promote them in others
- Commitment to equality and diversity
- Full driving licence and have access to transport (*In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.*)
- Ability to speak Welsh (desirable)