

Short Breaks Coordinator (Travelling Ahead)

TGP Cymru is one of the leading Wales based charities, which supports and represents 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: Team Manager: Travelling Ahead	
Location: Pan Wales role - Home Based – work and travel across Wales	
Purpose of Role • Travelling Ahead provides advocacy, advice and engagement services with Gypsy, Roma and Traveller communities across Wales to help people access their rights, address inequalities and tackle discrimination. • This senior post will lead the delivery of the Travelling Ahead Short Breaks Programme for unpaid carers from Gypsy, Roma and Traveller communities across Wales until March 2029. • The postholder will work directly with carers to support access to personalised short breaks and wellbeing opportunities, build links with partner organisations, and contribute to the effective delivery and development of the programme.	
Accountabilities / Responsibilities • Lead and coordinate the Travelling Ahead Short Breaks Programme across Wales. • Identify and engage unpaid carers from Gypsy, Roma and Traveller communities through outreach, referrals and community networks. • Work directly with carers to complete eligibility assessments and develop personalised short break plans. • Support carers to access short break grants in line with programme criteria and organisational procedures. • Work with colleagues to arrange approved bookings, purchases and payments. • Build positive relationships with carers organisations, community groups and other relevant partners across Wales. • Reach out to carers who may be less likely to access support, including roadside families, male carers, LGBTQ+ carers and young carers. • Promote inclusive and culturally appropriate services for Gypsy, Roma and Traveller communities. • Collect feedback, outcomes and other information required for monitoring and reporting. • Maintain accurate records using organisational recording systems. • Follow TGP Cymru policies and procedures, including safeguarding, data protection, equality and health and safety requirements.	

- Identify and respond appropriately to safeguarding concerns.
- Maintain confidentiality at all times.
- Contribute to the ongoing development of the service and wider partnership work.
- Work collaboratively with colleagues across TGP Cymru.
- Take responsibility for your own learning and professional development.
- Undertake other duties appropriate to the role and grade.

Performance Indicators

- Unpaid carers are successfully identified, engaged and supported through the programme.
- Eligible carers are supported to access personalised short breaks and wellbeing opportunities.
- Programme targets and outcomes are achieved.
- Records, monitoring information and reports are accurate and completed on time.
- Strong working relationships are maintained with carers, communities and partner organisations.
- Positive feedback demonstrates the programme is making a difference to carers' wellbeing.
- Work is carried out in line with TGP Cymru policies and procedures.
- The postholder contributes positively to the Travelling Ahead team and wider organisational objectives.

Line management responsibility:

None

Budget management responsibility:

£0

No direct budget management responsibility, however, the post holder will coordinate and monitor the allocation of short break grants in accordance with agreed programme budgets and procedures.

Grade: Scale 3

Working conditions:

- 22.5 hours per week with a flexible approach to the working week.
- All staff are home based, requiring a mix of working practices and communication with clients and partners through telephone, email and other digital methods alongside face to face and outreach as needed.
- This is a Wales-wide role requiring regular travel throughout Wales.
- Occasional overnight stays may be required to attend meetings, training, conferences, outreach events or community engagement activities.
- Work outside office hours may occasionally be required, including some evening and weekend work.
- Access to TGP Cymru office space may be available depending on location.

Qualifications

- A professional qualification in social work, youth and community work, community development, education, health, advice work or a related discipline (Desirable).

Skills and abilities / competencies

The postholder will be able to:

- Work in a culturally competent, strengths-based and empowering way with individuals and communities.
- Build trust and positive relationships with people from diverse backgrounds.
- Plan, prioritise and organise work effectively.
- Manage a varied workload and meet deadlines.
- Work independently whilst also contributing effectively within a team.
- Communicate clearly and effectively both verbally and in writing.
- Facilitate conversations that support people to identify goals and make informed choices.
- Develop productive partnerships with external agencies and stakeholders.
- Use IT systems and databases effectively for recording and monitoring purposes.
- Respond positively to change and new opportunities.
- Demonstrate commitment to continuous learning and professional development.

Knowledge / Experience

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

- Knowledge and understanding of Gypsy, Roma and Traveller communities and the issues affecting them.
- Experience of direct work with Gypsy, Roma and Traveller communities or other groups experiencing exclusion, discrimination and inequality.
- Experience of providing advice, advocacy, support or community-based services.
- Knowledge of, or experience working with, unpaid carers and carers' issues.
- Experience of community engagement, outreach and relationship building.
- Experience of partnership and multi-agency working.
- Experience of planning, coordinating and delivering projects or programmes.
- Experience of gathering outcomes, monitoring information and service-user feedback.
- An understanding of wellbeing, strengths-based practice and person-centred approaches.
- Understanding of safeguarding, confidentiality and data protection requirements.

Other

- Commitment to equality, diversity, anti-racist and anti-discriminatory practice.

- Full driving licence and 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).
- Community language skills relevant to Gypsy, Roma and Traveller communities (desirable).
- Display TGP Cymru values and behaviours at all times and actively promote them in others.