

**Craigavon Traveller’s Support Committee**

**Job Description**

**Job Title** Community Development Officer

**Salary** £27000 per annum

**Hours**  Full time - 35 hrs per week

**Annual Leave** 25 Days and Statutory Days

**Location** Moylinn House, Brownlow, Craigavon

**Responsible to** Project Manager

**Duration** Fixed term until 31.03.2026 with the potential for further extension

**Main Purpose**

* **Advocate for Accommodation Needs**: To collaborate with the Northern Ireland Housing Executive and other agencies to address and improve housing conditions for the Traveller community, recognizing the impact of housing on health, education, and employment.
* **Promote Health and Wellbeing**: Develop and implement health initiatives tailored to the Traveller community, aiming to reduce health disparities and encourage positive health behaviours.
* **Enhance Educational Opportunities**: Support programs that boost school attendance among young Travellers and facilitate access to further education and training for adults.
* **Challenge Discrimination**: Work actively to combat racism and discrimination in all forms, both within the community and in broader societal interactions.
* **Foster Community Engagement**: Encourage Travellers to participate in community activities, build partnerships with other organizations, and promote social inclusion.
* **Provide Support Services**: Offer drop-in services and signpost Travellers to relevant advice and support resources, ensuring they can access necessary services.

Main Duties

To lead out on and deliver community development initiatives and programmes across the Craigavon and Banbridge areas, and further afield if the opportunity arises

Develop, implement, co-ordinate, promote and maintain culturally appropriate programmes that empower and increase the capacity of Irish Travellers.

Develop, produce and implement a Quarterly Action Plan in keeping with organisational Development Strategy.

To liaise and develop partnerships with appropriate statutory, business, voluntary and community agencies and funding bodies to support and develop the work of CTSC, as designated by the Project Manager.

To support Traveller’s needs in relation to benefits, housing and legal documents.

To work alongside community organisations and groups to provide support, advice, guidance to increase capacity and build resilience and succession planning

To support the production of a regular social media campaigns / posts

To engage in consultation and review processes to ensure that services and projects remain responsive, ensuring maximum levels of participation

To encourage networking and partnership working in order to further good community relations, this includes establishing relationships with appropriate agencies in the community, statutory and voluntary sectors

To undertake monitoring and evaluation of the projects and action plans that are developed in accordance with the project

To produce monthly reports to the manager detailing progress in relation to the post requirements

To fully participate in staff meetings and appraisals as requested to do so by the manager

To undertake any training opportunities identified by the manager to enhance the outputs of the position

To work evenings and weekends as and when necessary to ensure effective delivery of services

To undertake any additional duties deemed appropriate by the manager

**CRAIGAVON TRAVELLERS SUPPORT COMMITTEE**

**PERSONNEL SPECIFICATION FOR**

**COMMUNITY DEVELOPMENT OFFICER**

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| **Requirements** | **Essential** | **Desirable** |
| *Qualifications* | At least 1 year’s practical community development experience AND relevant 3rd Level Education  **Or**  3 years recent full time experience in practical community development |  |
| *Experience* | Recent knowledge or experience of Travellers and/or disadvantaged, marginalised groups.  Knowledge of policies in relation to Travellers.  Commitment to and experience of community development process and theory  Excellent communication skills (written and verbal) |  |
| *Abilities* | Facilitation Skills  Planning & Organising Skills.  IT Skills in particular Microsoft Office | The ability to establish effective links with other key statutory, community and voluntary sector agencies |
| *Circumstances* | Holder of a current, clean driver’s licence and / or access to a car/ transport to carry out the requirements of the post  Enhanced ACCESS NI check  Flexible approach to working hours evening and weekend work is a pre-requisite within this post |  |

APPLICATION FORM

PRIVATE & CONFIDENTIAL

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| **POST:** Community Development Officer | **CLOSING DATE:**  12 Noon on the 5th of March 2025 |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Craigavon Travellers Support Committee reserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.

Please complete and return this application form and monitoring questionnaire clearly marked ‘Job Application’ to:-

Craigavon Traveller Support Committee

Moylinn House

21 Legahory Centre

Craigavon

BT65 5BE

**Or by email to**

info@ctsc.uk

It is the applicants’ responsibility to ensure receipt within the deadline.

**POSITION APPLIED FOR**: Community Development Officer

# A P P L I C A T I O N F O R M

SURNAME:

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work Home:

Mobile: Email:

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| --- | --- |
| Secondary & Further Education | |
| Subjects | Grade |
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| --- | --- |
| University/Third Level Education | |
| University/College | Degree/Other Qualifications Awarded (Please state Class & Division) |
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| Professional Qualification | |  | |
| Qualification | Exam Date | | Result |

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| --- | --- | --- | --- | --- |
| Employment History for past 5 years (Please start with your present or most recent employment ) | | | | |
| Dates  To & From | Name & Address of Employer | Position Held & Brief  Outline of Duties | Reason for Leaving | Salary |
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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |

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| A full driving licence and access to transport for work purposes or access to another form of transport that would allow the post holder to meet the travel requirements of the post is essential for this post.  Please indicate if you meet this requirement |

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| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post. Please ensure a maximum of 200 words per criteria |
| At least 1 year’s practical community development experience and relevant 3rd Level Education  Or  3 years recent experience in practical community development. |
| Recent knowledge or experience of Travellers and/or disadvantaged, marginalised groups. |
| Knowledge of policies in relation to Travellers. |
| Recent experience of working with Travellers and/or disadvantaged, marginalised groups. |
| Commitment to and experience of community development process and theory |
| Facilitation Skills including Planning & Organising Skills. |
| IT Skills in particular Microsoft Office |
| Flexible approach to working hours evening and weekend work is a pre-requisite within this post |

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| Accompanying Statement – DESIRABLE CRITERIA |
| Please use this part of the application form to describe how you feel you meet the desirable criteria for the post. The panel will use the information to assess your application against the criteria for the post. |
| **The ability to establish effective links with other key statutory, community and voluntary sector agencies** |

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| Date you would be free to take up the post, if appointed: |

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| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. | |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name:  Position:  Address:  Tel No: | Name:  Position:  Address:  Tel No: |

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| Are you eligible to work in the UK:  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.  Signature of Applicant: ......................................................... Date: ....................................... |

**Please return the completed form by the closing date to**

**Craigavon Traveller Support Committee**

**Moylinn House**

**21 Legahory Centre**

**Craigavon**

**BT65 5BE**

**Or email to**

info@ctsc.uk

**by**

**12 Noon on 5th of March 2025**

**It is the applicants’ responsibility to ensure receipt within the deadline.**

**It is anticipated interviews will be the week beginning the 10th of March for those applicants shortlisted.Craigavon Travellers Support Committee**

Monitoring Questionnaire

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

# I am a member of the Protestant community 🞏

# I am a member of the Roman Catholic community 🞏

# I am a member of neither the Protestant nor Roman Catholic community 🞏

**2. Gender**

Please indicate whether you are: Female 🞏 Male 🞏

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes 🞏 No 🞏

**4. Age Band**

*16 – 20* 🞏 *21 – 30* 🞏 *31 – 40* 🞏

*41 – 50* 🞏 *51 – 60* 🞏 *61 – 65* 🞏

***5. Cultural/Ethnic Origin***

*Chinese* 🞏 *Traveller* 🞏 *Indian* 🞏

*Pakistani* 🞏 *White* 🞏 *Black/African-Caribbean* 🞏

*Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*