

TravAct: Coordinator (<https://www.activelink.ie/node/110515>)

Northside Traveller Support CLG trading as TravAct

Is recruiting for the position of

Coordinator

Working hours: Full time position

Location: TravAct, Resource Centre, Clonsaugh Drive, Priorswood, Coolock, Dublin.

Eircode: D17 HK27

TravAct is an organisation of Travellers and settled people working together in North Dublin to tackle the root causes of Traveller exclusion and promote their equality and human rights within the Irish Society. Its aims include Promotion of Education Amongst Travellers, Improve Life and Enterprise Skills, Facilitate Social and Personal Development, Create Awareness of Traveller Culture, Participation in both National and Regional Initiatives for Travellers and Engage in Enterprise Development. TravAct work currently falls into six main areas, which include Community Employment Initiative, Drugs Outreach, Education Support, Housing & Accommodation Services, Primary Health Care Support and Youth Services.

Overall Purpose of the Post

The General Manager will work with the Board of Directors and the staff team to manage, coordinate, and monitor the implementation of our annual programmes and the strategic plan for the company. This is an exciting role, focusing on developing and delivering a community development approach to promoting equality, human rights, social justice, and interculturalism with and for the Traveller community in the North Dublin / Coolock area.

Key Tasks/Responsibilities

- Manage the company in keeping with good governance, legislation, and funding agreements.
- Support the Board of Directors in carrying out their duties, further developing the board's capacity, skills, and membership, including preparing and producing board documents, annual reports, and board policy documents.
- Collaborate with the company accountant to provide financial management and oversight for all transactions, financial reports, and projected annual spending.
- Support the staff teams in implementing a community development approach, working to promote equality, human rights with and on behalf of the Traveller community, and remove interculturalism.
- Prepare all reports and documents for funders and relevant parties.
- Assist the board in their HR responsibilities and the day-to-day management of staff.
- Advocate and influence policies through consultation and into local and national spaces using a person-centred and human rights approach.
- Design, develop, and deliver TravAct's communications strategies.
- Foster positive working relationships with the Traveller community across the area with the staff teams.
- Represent TravAct in participative democracy forums/spaces, advocating for the needs and interests of the Traveller community.
- Develop culturally appropriate local actions in response to crises affecting the Traveller community, such as accommodation/homelessness.
- Collaborate with the team to design and develop adult and community education programmes, including managing the CE scheme.
- Develop innovative initiatives with staff teams that promote Traveller Pride, Identity, History, Culture, and community events.

Reporting

- Prepare monthly work reports for the board and documents as required by funders, the charity regulator, and

- governance documents.
- Manage and maintain all reports, files, and documents in line with data protection and Children First guidelines.
- Develop funding applications with relevant staff to support the organization's overall work.

Required Knowledge, Skills and Experience

- Commitment to social justice, equality, and human rights.
- A relevant third-level qualification (e.g Community Development/Human Rights) or a minimum of 5 years' experience in a community development role/working with disadvantaged or marginalised groups.
- Minimum of 4 years' management experience.
- Experience in providing person-centred support work for individuals and groups.
- Experience in financial administration and planning.
- Strong planning, organisational, and administrative skills.
- Excellent communication skills, including the ability to produce reports and press releases.
- Excellent interpersonal skills, teamwork, and IT skills.
- A full, clean driving license (with TravAct indemnified insurance)

The Coordinator will perform any other tasks relevant to the role as advised by the Project Management team.

Attributes:

1. A commitment to human rights values and principles.
2. High level of integrity and discretion.
3. Ability to collaborate with a variety of teams, as well as being able to work on own
4. initiative and consult where appropriate.
5. Flexibility and adaptability in a dynamic work environment.
6. Experience working in a non-profit or membership-based organisation is an advantage.
7. Compassionate and empathetic demeanour.
8. Excellent organisational skills.
9. Excellent communication skills – written and oral.
10. High standards of accuracy and attention to detail.

What we offer

- Salary - €52,952 depending on experience
- Pension - subject to passing probation period - matched 5% organisational contribution.
- Annual leave: Starting at 26 days, and one additional day for good Friday.
- Appropriate travel, subsistence and other out-of-pocket expenses will be reimbursed after approval.
- Bike-to-work-scheme
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on people lives through supporting
- Traveller Human rights.

Pension - Matched 5% organisational contribution upon completion of probation period.

Appropriate travel, subsistence and other out-of-pocket expenses will be reimbursed after approval

The Coordinator General Manager will comply with good governance, Children First legislation, data protection, and risk management.

All staff must complete Garda Vetting and meet requirements under Children First and service level agreements.

Application Process

Please send the following by email or post:

- Three copies of your CV
- Three copies of a detailed cover letter outlining your qualifications and experience, your interest in working within a Traveller-specific Community Development Organization, and why you feel you are suitable for this job
- Names and contact details (postal addresses, phone numbers, and email addresses) of two referees

Please email chairperson@travact.ie (mailto:chairperson@travact.ie) or post the above to:

CONFIDENTIAL

The Chairperson

Northside Travellers Support Group (T/A TravAct)
TravAct Resource Centre,
Clonsaugh Drive, Priorswood,
Coolock, Dublin 17,
D17 HK27

Shortlisting will apply, and shortlisted candidates may be invited for a second round of interviews.

Closing Date: Completed applications must be received by **5 pm on the 4th of October 2024**. No late applications will be accepted. Incomplete applications will not be considered. Candidates selected for interview will be notified via email or phone.

For further information, please contact the Reception Desk at Telephone [01 848 6515](tel:018486515) (tel:01848 6515).

Region

Coolock Dublin 17

Date Entered/Updated

28th Aug, 2024

Expiry Date

4th Oct, 2024

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