

FLAC (Free Legal Advice Centres): Advocacy & Outreach Officer **(<https://www.activelink.ie/node/111415>)**



FLAC is currently recruiting for:

Advocacy & Outreach Officer



FLAC is seeking applications for the position of Advocacy and Outreach Officer to work closely with its legal team to develop and support FLAC's work on behalf of the Traveller and Roma Community. FLAC is looking for an individual to work closely with organisations working with the Traveller and Roma communities to increase awareness of its services and support those from the Traveller and Roma community seeking information about their rights and where necessary legal representation. This is a dynamic role requiring a person with ability to work on their own initiative and as part of a team.

Job description:

Working with Clients/ those seeking assistance

- Ensure all clients/ those seeking assistance are treated with dignity, respect and in a professional manner.
- Deal with initial queries/ requests for assistance to identify presenting need and document same.
- Provide initial information and advocacy on rights and entitlements (where legal advice not necessary) to social protection, housing & homelessness supports, discrimination and other issues as arising.
- Assist with form filling & applications for various rights & entitlements.
- Provide support to clients where language, literacy and lack of digital skills are a barrier to accessing supports and services, including legal services.
- Make referrals to other supports and services as appropriate.
- Identify issues requiring legal assistance and liaise with managing solicitor.
- Observe clear professional boundaries in relations with all those dealing with the service.
- Develop promotional material to raise awareness of legal services provided by FLAC.
- Work with national/ local Traveller organisations to develop referral pathway for Travellers seeking legal advice/ representation about rights and in particular the right to culturally appropriate accommodation.
- Identify the training needs of Traveller organisations and assist with delivery of same.
- Participate in the National Roma Network on behalf of FLAC and work with organisations supporting the Roma community to promote the services provided by FLAC.

Administration

- Maintain up-to-date client records and log all queries dealt with.
- Link with team to identify thematic issues and trends arising from casework and contribute to FLAC policy work.
- Develop links and referral mechanisms to support our work with Travellers and Roma.

Other

- Work as part of a team.
- Work in keeping with the policies and procedures of FLAC.
- Promote positive working relationships with external organisations.
- Maintain confidentiality at all times.
- Any other duties relevant to the role as may be determined by the Managing Solicitor.

Person specifications:

Essential

- Excellent communication and interpersonal skills
- Qualification in social work/ advocacy/ law or similar
- Strong sense of social justice and interest in working with marginalised communities
- Commitment to / interest in working with both the Traveller and Roma Community
- Proven track record in working in an advocacy role
- Fluent written and spoken English
- Good IT skills

Desirable

- Knowledge of housing, equality, and/or social welfare law
- Ability to speak Romani and/or Romanian

Terms and Conditions:

- Fixed term appointment of 3 years
- Probation period: 6 months
- 4 days per week (equivalent of 28 hours per week)
- Location: FLAC Office, 85/86 Dorset Street Upper, Dublin 1
- Salary TBA – 7 % matched contribution to your pension
- Annual Leave – calculated pro-rated
- Paid Sick Leave Policy

Closing Date for Applications: 31 October 2024

Please send a cover letter and CV to recruitment@flac.ie (<mailto:recruitment@flac.ie>)

Region

Dublin 1

Date Entered/Updated

9th Oct, 2024

Expiry Date

31st Oct, 2024

Attachment

[Advocacy and Outreach Officer FLAC- Job description and Person Spec.docx](#)

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