

Recruitment Information Pack – Fundraising Manager

Job Title:	Advocacy Caseworker
Hours of work:	28 or 35 hours/per week (applicant's choice)
Length of employment:	12 months with opportunity for extension subject to funding
Band:	6
Salary:	£29,269 - £30,825 depending on experience
Employer:	Friends, Families and Travellers
Responsible to:	Advice Manager
Closing date:	6pm, 12 August 2024
Location:	FFT Brighton Office, Community Base, 113 Queens Rd., BN1 3XG

To apply, please send a CV and a covering email setting out your suitability for the role in less than 500 words to admin@gypsy-traveller.org

Please take the time to fill out and submit an [Equality Monitoring Form](#) for the role.

We strongly encourage applications from Gypsy, Roma and Traveller people. We will offer an interview to applicants from Gypsy, Roma and Traveller communities who meet the essential criteria for the role.

About us

We are a leading national charity working with Gypsies, Travellers and Roma regardless of ethnicity, culture or background. We seek to end racism and discrimination against Gypsies, Travellers and Roma and to protect the right to pursue a nomadic way of life. Over half of our team are from diverse travelling communities.

Overall purpose of role

This is an exciting opportunity to join Friends, Families and Travellers 'growing team of Outreach and National Helpline staff who support individuals and families with access to justice and essential services.

Based in our sunny Brighton office, you will provide vital advocacy and information on a wide range of issues for Gypsies and Travellers seeking help through FFT's national Gypsy & Traveller Advocacy service.

Your skills and values will be more important in this role than your knowledge or specific experience. You will have a strong commitment to human rights, access to justice and client care, and have excellent typing and internet-based research skills.

Key responsibilities and duties

- To undertake casework and advocacy directly and upon delegation from the Youth Manager and Advice Manager.
- To answer calls and respond to messages received via FFT's National Helpline.
- To maintain and sort client post including reading post to clients as required.
- To represent the interests of clients to statutory agencies and service providers (including local authorities and the police) as required and to assist clients to access mainstream services.
- To assist with outreach work within the Sussex area, as required.
- To work with individuals, families and groups within the travelling communities to empower and equip them to develop a stronger voice and the ability to tackle future problems and issues for themselves.
- To maintain case records accurately to include contact with clients where appropriate, equality monitoring data, any actions undertaken and outcomes.
- To attend meetings, conferences and events as required.

Other responsibilities

- To respect and follow FFT's policies in respect of Confidentiality, Safeguarding and Equalities at all times.
- To undertake such other duties as are reasonably appropriate to the job.

Person Specification for Advocacy Caseworker

Qualifications & Knowledge	Essential	Desirable
Knowledge of the different Gypsy and Traveller communities within the UK and the issues that affect the lives of Gypsies and Travellers.		X
Knowledge of current law, policy and practice regarding issues affecting Gypsies and Travellers.		X
Knowledge of human rights and equality laws.		X
Experience		
Experience of advice work and a good knowledge of mainstream agencies.		X
Experience of successful advocacy on behalf of clients in the areas of housing, homelessness, welfare, domestic violence, or children's services.		X
Experience of working within a voluntary sector environment.		X
Skills		
Proactive communication skills, written and oral (proficiency in email communication and letter writing essential).	X	
Good problem-solving skills and the ability to effectively research new subjects.	X	
Good IT skills including fast and accurate recording of case notes.	X	
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Ability to prioritise when under pressure.	X	
Personal Qualities		
Self-motivated, able to work on own initiative and as part of a team.	X	
Excellent time management skills and reliability.	X	

About Friends, Families and Travellers

We are a leading national charity working with Gypsies, Travellers and Roma regardless of ethnicity, culture or background.

Our main areas of work are health, accommodation, education and discrimination. In all areas of our work, we support individuals and communities experiencing disadvantage and inequalities, with the issues that matter most to them. At the same time, we work to transform the systems and institutions which cause structural inequalities and disadvantages to exist in the first place.

You can find out more about our work in our [Vision for Change](#).

Our Values

We believe that:

- To address the inequalities faced by Gypsy, Roma and Traveller communities then Gypsy, Roma and Traveller people must be at the heart of all of our work.
- The inequalities faced by Gypsy, Roma and Traveller communities are rooted in historic oppression and structural racism and must be understood and addressed in this context.
- There is much to celebrate within Gypsy, Roma and Traveller communities, including cultural traditions, historical events, community values and individuals' achievements.
- We have a role to play in upholding and protecting human rights and equalities, because we are stronger when we work together and show solidarity with other minority groups.
- All services provided to wider society should be accessible to and inclusive of members of Gypsy, Roma and Traveller communities.

Equality

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We support members of Gypsy, Roma and Traveller communities to have an active and influential role in all aspects and at all levels of our work.

Our team

We have a professional team of staff who deliver our vision through outreach, advice and policy work, education and training, research and more. The work of our staff is supported

by a dedicated team of volunteers. At least half of our staff, interns and volunteers are from diverse travelling communities.

Our location

Our sunny offices are in central Brighton, just 2 minutes from Brighton railway station and 10 minutes from the sea. Parking is available at Brighton Railway station.

Benefits of working for FFT

We strive to provide staff with a positive and supportive environment at work. We offer regular supervision, strong and supportive leadership, open communication and a commitment to developing our staff. Our benefits include:

- 25 days paid leave per year plus public holidays
- Discretionary Christmas/New Year closure period
- Annual leave allowance increases by 1 day for each full year of employment up to 5 additional days
- Travel and subsistence allowance
- Cycle to Work Scheme
- 5% contributory pension
- Flexible working
- Job share
- Induction programme and annual Professional Development Reviews
- A variety of in-house and external training courses
- A commitment to Continuous Personal Development

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All recruits are given the relevant DBS check for their role and safeguarding training to support safe working.

Right to work in the UK

The Immigration, Asylum and Nationality Act 2006 requires us to check your eligibility to work in the UK before you start work. We ask all candidates to bring proof of their right to work to interview, such as passport or other documents.