**Friends, Families and Travellers (FFT)**

**Job Description**

**Job Title:** Advocacy Caseworker

**Hours of work:** 28 or 35 hours per week (applicant’s choice)

**Length of employment:** 6 months with opportunity for extension subject to funding.

**Band:**  6

**Salary:** £30,559 - £32,115 DOE

**Employer:** Friends, Families and Travellers

**Responsible to:** Advice Coordinator

**Application deadline:** 4 July 2025

**Location:** FFT office, Community Base, Brighton

*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](mailto:admin@gypsy-traveller.org)

*Please take the time to fill out and submit an* [Equality Monitoring Form](https://www.gypsy-traveller.org/wp-content/uploads/2021/06/Equalities-Monitoring-Form_updated.doc) *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.*

**Overall Purpose of Role**

* To provide advice, information, casework and advocacy on a wide range of issues for Gypsies and Travellers seeking help through FFT’s national Gypsy & Traveller Advocacy service, operating FFT’s National Helpline.

**Key Responsibilities and Duties**

* To undertake casework and advocacy directly and upon delegation from the Advice Coordinator 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**

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| --- | --- | --- |
| **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 |  |
| 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 |  |