

**BALBRIGGAN TRAVELLERS PROJECT**  
**JOB DESCRIPTION**  
**PRIMARY HEALTH CARE FOR TRAVELLER PROJECT COORDINATOR**

**BACKGROUND**

Balbriggan Travellers Project is recruiting a Primary Health Care for Traveller Project (PHCP) Coordinator. The Project Coordinator will implement a Community Development approach across the PHCP team and organisation to address health inequalities as identified in the All Ireland Traveller Health Study (2010). The Coordinator will work to support the PHCP team to deliver peer led health education, health promotion, advice, support and empower Travellers to manage the wider social determinants of their own health and wellbeing and promote positive health outcomes for the Traveller community as a whole. The Coordinator will work with the PHCP team and the Board of Directors to promote and practice Community Development values and principles and will support the implementation of the annual operational plan. The post is funded through the Traveller Health Unit on behalf of the Health Service Executive (HSE).

**GENERAL DESCRIPTION OF THE POST**

To facilitate and support the on-going development of Balbriggan Travellers Project and implement a Primary Health Care project to the Traveller community in partnership with Traveller Community Health Workers to address Traveller health inequalities.

**KEY RESPONSIBILITIES**

- To coordinate and develop the Balbriggan Traveller Primary Health Care Project.
- To develop annual and quarterly work plans in conjunction with all stakeholders towards addressing and improving the health status of the local Traveller Community and responding to health needs.
- Engage with Primary Health Care Traveller Projects and representatives of the THU through participation in the Eastern Regional Traveller Health Network.
- To write quarterly and annual reports on the work outputs, impacts and key performance indicators related to the project for the Board of Directors and the Regional Traveller Health Unit.
- To collect data and qualitative information to facilitate the ongoing documentation of the process/ outcomes of the PHCP.
- To support and supervise the delivery of health programmes with and by Traveller Community Health Workers.
- To develop, implement and review needs assessments and training modules for the Traveller Community Health Workers.
- To support the induction of new trainees and the continuous education and training of Traveller Community Health Workers.
- To develop new initiatives to respond to the ongoing and emerging needs of the local Traveller community in Balbriggan/north Fingal area.
- Promote awareness, interest and knowledge of health matters through formal and informal education methods.

- To monitor and evaluate the work of the PHCP on an ongoing basis.
- To ensure that the project is run according to current models of good practice and contractual obligations.
- To liaise and work with other relevant statutory and voluntary organizations and agencies as appropriate.
- To advocate for and facilitate the mainstreaming of Travellers within local health services, through the development of culturally appropriate provision, training and implementation of appropriate codes of practice.
- Provide information and signposting to Travellers to a range of health services.
- Engage with mainstream services and statutory agencies to promote the inclusion of Travellers in any new or existing health initiatives.
- Reduce the barriers faced by Travellers in accessing public services by supporting the development of culturally appropriate services, providing anti-racism and cultural awareness training to service providers and staff.
- To collate statistics; return HSE Key Performance Indicators (KPIs) to the Traveller Health Unit and to highlight the role and benefit of the operations of the PHCP.
- Highlight and address the social determinants of Traveller health through supporting the Traveller Health Unit roll out of ethnic equality monitoring across health service administration systems.
- Support the undertaking of research, development of advocacy materials and completion of policy submissions developing pragmatic responses to emerging issues to further the national understanding of Traveller related health issues and support effective responses.
- Write and submit proposals for funding.
- Represent the PHCP programme and BTP on external committees and at external events.
- To participate in organisational and other meetings where applicable.
- To perform other relevant duties as may be determined by the Board of Directors.

## **PERSON SPECIFICATION**

It is essential that the person in this role has:

- At least three years' experience of community development, human rights or public health work with marginalised communities;
- An understanding of the impacts of social exclusion and inequality, particularly in the context of health inequalities;
- A third level qualification in social sciences, community development, public health, human rights or other related disciplines;
- Experience in supporting the development and delivery of training;
- Ability to operate as part of a team;
- Excellent communication skills (both verbal and written) and interpersonal skills;
- Evidence of effective planning and organizing skills;
- Ability to manage deadlines and effectively manage multiple tasks;
- Be self-directed and motivated;
- A proven track record and commitment to human rights and equality;
- A capacity to work with people from a wide range of backgrounds, agencies and sectors;
- A commitment to human rights, equality, cultural diversity and anti-racism;
- Appropriate level of IT skills to carry out the position.

It is desirable that the person in this role has:

- A good working knowledge of the All Ireland Traveller Health Study and other national Strategies relevant to Travellers;
- Experience of developing training and educational materials;
- Planning, training, leadership, documentation and report writing, research and analytical skills.

#### **OTHER REQUIREMENTS**

- Available to work flexible hours when necessary;
- Application of Balbriggan Traveller Project internal policies;
- Work as a team member of the PHCP programme and Balbriggan Traveller Project as a whole to forward the organisational goals and objectives;
- Undertake duties as required by the Board of Directors

#### **REPORTING RELATIONSHIP**

The PHCP Coordinator will report directly to the Board of Directors.

#### **TERMS AND CONDITIONS**

The appointment is for a full time fixed term contract subject to funding. Salary scale €25k-€44k per annum commensurate with qualifications and experience. Annual leave is 25 days.

#### **HOW TO APPLY**

Please complete the Balbriggan Traveller Project application form and return it to [lee.davis@pavee.ie](mailto:lee.davis@pavee.ie) with the heading PHC Coordinator Balbriggan Traveller Project no later than 5pm on Monday 11<sup>th</sup> February 2019.