# Pavee Point New Logo

# Job Description

## Job Title:

Trainee Traveller Primary Health Care Coordinator (with a view to progression to Coordinator Role)

## Location:

Dundalk / Pavee Point

## Reports to:

Triona Bracken

Contract Type:

Part-Time Trainee Contract – Initially for 3 Months which should progress to Part- Time Coordinator role (20hrs) upon successful completion of training and assessment

## Job Purpose:

The Trainee Traveller Primary Health Care Coordinator will participate in a structured training and induction programme designed to equip them with the necessary skills and knowledge to take up the role of Coordinator. Over a period of up to three months, the trainee will be mentored and directly shadow the current Coordinator to gain practical, hands-on experience. Upon successful completion of the training period and competency assessment, the trainee will be appointed to the Traveller Primary Health Care Coordinator role. This role will then be to coordinate and support the delivery of a Traveller Primary Health Care Project in partnership with the Traveller community. The role involves working alongside Traveller Community Health Workers promoting culturally appropriate health initiatives, improving access to health services, and supporting Traveller health and wellbeing at a community level.

## Key Duties and Responsibilities (During Training):

* Engage fully in all aspects of the induction and training programme.
* Shadow and receive mentorship from the current Coordinator, learning through observation and supported participation.
* Develop an understanding of Traveller Primary Health Care delivery, public health promotion, and community development.
* Assist in coordinating local health promotion activities, events, and awareness campaigns.
* Attend meetings, trainings, and planning sessions to build communication and leadership skills.
* Complete reflective learning tasks and participate in regular progress reviews.
* Learn about report writing, basic project administration, and working with stakeholders.
* Uphold confidentiality, respect, and cultural sensitivity at all times.

## Post-Training Role: Traveller Primary Health Care Coordinator

Following successful training completion, the Coordinator will be responsible for:

* Leading and managing the day-to-day operations of the Traveller Primary Health Care Project.
* Supporting and supervising Community Health Workers.
* Developing and delivering community-based health initiatives tailored to Traveller needs.
* Building relationships with statutory agencies, advocating for Traveller health rights and access.
* Preparing reports, managing records, and overseeing budgets.
* Representing the project at relevant local, regional, and national forums.

## Eligibility Criteria for Trainee Role:

* Be a member of the Traveller community or demonstrate strong connection to and understanding of Traveller culture and community needs.
* Interest in community health, advocacy, or social inclusion.
* Good reading, writing, and IT skills are essential.
* Formal education or training is desirable, including QQI Level qualifications or equivalent.
* A third-level degree (NFQ Level 7 or above) is an advantage but not essential.
* Strong interpersonal, communication, and teamwork skills.
* Willingness to participate actively in training and take initiative.
* Commitment to equality, inclusion, and confidentiality.
* Garda Vetting (may be processed during the training period).
* Full clean driving licence and access to transport

## Support and Supervision:

The trainee will receive one-to-one mentorship from the current Coordinator, supported by regular check-ins with the project supervisor or steering group. Training will include a mix of practical learning, reflective tasks, and structured feedback.

## Application Process:

By application form <https://www.paveepoint.ie/wp-content/uploads/2025/01/Pavee-Point-Job-Application-Form.docx> to oonagh.fay@pavee.ie closing date Friday 22nd August 2025.