

JOB DESCRIPTION

COORDINATOR OF THE TRAVELLER SPECIFIC DRUGS INITIATIVE

BACKGROUND

The Traveller specific drugs initiative (TDSI) was established in 2000 at a time when the issue of drugs was arising with increased regularity within the Traveller community. This post is funded by the HSE Northern Area. The programme is completing the final year of its current strategic plan. Over the past seven years the TSDI Pavee Point has established a key role in the development of responses to drug issues in the Traveller community in Ireland, in partnership with a range of stakeholders.

The specific aims of the drugs initiative in Pavee Point are:

- To highlight the issue of Travellers and drug use and sensitise the National Drugs Strategy Team, Local and Regional Drugs Task Forces, HSE and other relevant organisations to the distinct needs of Travellers and inform them of the implications of these needs.
- To promote the inclusion of Travellers in policy, development plans and the work of the Task Forces, HSE and relevant agencies, particularly in areas where there is a significant Traveller population.
- To work with Travellers and Traveller organisations to disseminate national, regional and local drug policies, and to support them in seeking to implement strategies and initiatives, which respond to the drugs issue, experienced within the Traveller Community.

GENERAL DESCRIPTION OF THE POST

The Co-ordinator will be responsible for developing and implementing the aims and objectives of the drugs initiative and developing appropriate responses and strategies to address the issue of drug use in the Traveller community. This will include:

- To coordinate the overall development of the Traveller Specific Drugs Initiative, including the fulfilment of funding and management obligations such as the development of the annual work plan and report, work plan and funders reporting requirements;
- To co-ordinate and implement various elements within the project in accordance with the relevant structures in Pavee Point, to allocate tasks to other workers/trainees and provide them with support.

KEY TASKS

The key tasks of the Co-ordinator will include:

- To work with local Traveller organisations providing capacity building and technical support to develop responses to drug issues through Community Development;
- To support the development of Traveller Organisations Drugs Network (est. 2006);
- To disseminate relevant information on drug issues to Traveller organisations e.g. newsletters;
- To lead in the development drug education materials and training resources for the Traveller community that are culturally appropriate;
- To promote the work and analysis of the Traveller Specific Drugs Initiative to the wider drugs sector;
- To provide the wider drugs agencies with training and supports to ensure Traveller inclusion within their work;
- To lead the formulation of drug policy development and respond appropriately to drug policy and the inclusion of the Traveller community in wider drug policy;

- To contribute to the development of models of good practice in relation to Travellers and drug use;
- To initiate work on emerging issues which arise within the work and which relate to the issue of drugs within the Traveller community;
- Recording and documenting the work of the project in order to meet the requirements of the organisation and funders;
- To participate in unit, organisational and other meetings where applicable;
- To carry out supervision with other staff members/trainees/students;
- To represent the TSDI and Pavee Point on external committees and at external events;
- To engage with the media where relevant;
- Undertake other duties as deemed relevant by the Director.

PERSONAL SPECIFICATION

The Co-ordinator should have:

- At least three years experience of Community Development work, drugs or drug related work with marginalised communities;
- Good working knowledge of the National Drug Strategy 2001-2008
- Excellent Personal Motivation and a capacity to initiate and develop work;
- The ability to operate as part of a team is essential;
- Excellent communication skills and interpersonal skills;
- Excellent Report writing skills;
- Experience of staff and project management including administration and budget management, accessing funding and dealing with funders;
- Experience of formulating policy;
- Experience in the development and delivery of Training within a community context;
- A capacity to work with people from a wide range of backgrounds, agencies and sectors;
- A commitment to equality, cultural diversity and anti racism;
- Ability to assess own work practices through the monitoring and evaluation processes of Pavee Point;
- Appropriate level of IT skills to carry out the position.

OTHER REQUIREMENTS

- Available to work flexible hours when necessary
- Application of Pavee Point internal policies
- Work as part of the Pavee Point Community Development and Support Unit and as a whole to forward the organisational goals and objectives
- Undertake duties as required by the Pavee Point Management Committee and Director.

REPORTING RELATIONSHIP

The Co-ordinator will report directly to the Director of Pavee Point

TERMS AND CONDITIONS

The appointment will initially be for a **fixed term of eleven months (July '08 to May '09 inclusive) to cover maternity leave.** Salary is negotiable depending on experience.

