

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL
JOB PROFILE**

JOB TITLE:	TRAVELLERS' LIAISON OFFICER (PART TIME)	POST NO:	HSG039
REPORTS TO:	HOUSING & COMMUNITY SAFETY MANAGER	GRADE:	SCALE 6
		DATE:	AUGUST 2024
SERVICE:	HOUSING & COMMUNITY SAFETY		

Purpose

To develop and maintain the best possible relationship between the Council and travellers throughout the District, oversee the management of the Council's three sites and to operate procedures in respect of unauthorised encampments.

- Working directly with GRT young people and families on permanent, transit and unauthorised sites and settled accommodation.
- Working directly with all GRT families across the district to identify children 0-16 and ensuring that all children are known to and engaging with education authorities. Identifying and removing barriers to welfare in relation to health, social needs, accommodation, education and financial needs.
- Identifying emerging issues and assisting with the development of new policies and procedures to enable engagement with agencies to improve outcomes for young people, adults and families.
- Managing and co-ordinating multi-agency projects to support better outcomes for Gypsies, Roma and travellers on sites, encampments and settled accommodation.
- Promoting a better understanding of GRT culture and trends within public agencies.
- Assessing risk and welfare needs of unauthorised encampments, liaising with statutory agencies, GRT and the settled community in accordance with policies and procedures.
- Identifying and removing barriers to education and facilitating attendance at appropriate education authorities. Working with schools and education to maximise access and attendance at schools.

Principal Accountabilities

1. To identify all travellers within the District, and maintain an up-to-date records, generate reports and complete complex statutory forms on behalf of clients. To take steps to get to know them as well as possible and to build up a relationship of trust in order to assist their integration into the wider community.
2. To be responsible for the overall management of the Council's traveller's sites and to achieve the highest possible levels of compliance with the Council's Site Conditions. Including the collection of rents and assist in the monitoring of site budgets enabling site improvements and maintenance. Including the allocation of pitches and all aspects of site management.

4. Act as an advocate for GRT young people and adults by negotiating, liaising and mediating as required between individuals and statutory services in relation to identified welfare needs.
5. Work positively with GRT children and families, children's services, schools, statutory agencies, voluntary and other partners to remove barriers to services providing direct advice and practical support to access services and benefits. Monitor and review any changing circumstances to ensure their needs are met.
6. Be ambitious for all GRT young people promoting a positive attitude towards education and encouraging every young person to develop to their potential.
7. Promote a better understanding of GRT culture and trends within education authorities, schools and other public agencies.
8. Manage and co-ordinate multiagency projects to support better outcomes for GRT residents on sites, encampments and settled houses.
9. Identify gaps in existing GRT or other welfare provision and highlight for service/policy development and forward planning.
10. Contribute in the planning, delivery and evaluation of training related to GRT culture and community cohesion.
11. To be familiar with the implications for the Council of legislation affecting travellers and to act as enforcement officer for this purpose, including service of notices and summons and attending court in respect of unauthorised encampments.
12. To prepare and present reports at relevant Committees.
13. Review existing pitch provision and determine future needs.
14. Write, prepare and submit bids to partner agencies including Government for future projects/funding
15. To participate as required in training exercises in support of the Council's preparations for responding to civil emergencies within the District.
16. To perform any other duties as required by the Housing & Community Safety Manager.

Special Conditions

This post is part time for 22.5 hours per week.

Business Travel (Cross) Lease Essential User Casual User

Average annual business mileage 10,000 Miles

Pre-employment Checks

Fraud and Corruption Checks DBS - Disclosure