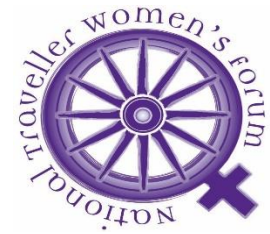


JOB DESCRIPTION

Employer

POLITICAL SUPPORT WORKER POST

National Traveller Women's Forum (NTWF)



Overall Purpose of the Job: To support NTWF to implement its aims and objectives.

Key Tasks Will Include:

Development of NTWF

- Support the work of NTWF.
- Implement the strategic plan/work plan as determined by the Coordinator and Board of Management (BOM) of the NTWF.
- Participate in the NTWF planning and evaluation.
- Keep NTWF informed of the progress of the work through regular meetings and written reports.
- Attend NTWF management committee meetings and staff meetings where relevant or if required by NTWF.

Training & Support

- Identify the training needs of Traveller women relevant to the post with NTWF membership.
- Create a safe space for Traveller Women to come together through regional and national forum events.
- Organise and facilitate training sessions for Traveller women to support their engagement and participation in political processes.

Networking & Policy Work

- Work with the NTWF staff team and BOM to identify the key policy areas and bring information from groups working on the ground.
- To support NTWF representatives on the various policy fora and participate on these policy fora where necessary.
- Organise regional/national forum events for Traveller Women and the NTWF membership to come together to develop strategic policy responses.
- Support the NTWF team in building and maintaining strategic relationships with key stakeholders and partners.
- Develop and build relationships with relevant stakeholders, including political parties, policy makers, media, NTWF membership and other NGO stakeholders in coordinating the role out of the recommendations contained in Different Paths, Shared Experiences: Ethnic Minority Women & Local Politics in Ireland.
- Link with other community development networks and organisations working on anti-poverty, equality, and social inclusion strategies nationally and where necessary at EU and international levels.
- Engage with relevant government departments or state agencies where necessary.

Supervision & Professional Development

- Participating in online and offline supervision were requested by BOM.
- Participate in training as identified by coordinator and BOM.

Funding & Other Duties

- Identify funding sources and assist and support the development of relevant applications to resource the work of NTWF.
- Engage with and respond to media when required on behalf of NTWF.
- Submitting updates for NTWF social media relevant to the work.
- Support the writing of submissions highlighting the experiences/issues relating to Traveller women to Irish, EU and international policy agency's including human rights and equality bodies.

- Any other tasks as requested by the coordinator in conjunction with the BOM.

Reporting Relationship

The worker will report to the Coordinator & BOM as directed.

This post is funded through the Department of Children, Equality, Disability, Integration and Youth through Dormant Accounts until 31st December 2025.