



Kildare Traveller Action Ltd.

- Job Title:** Kildare Traveller Action Manager (KTA)
- Employed by:** County Kildare LEADER Partnership (CKLP) - seconded to KTA
- Reporting to:** General Manager of CKLP and the Chair of the Board of KTA
- Location:** ÁRAS, Main Street, Newbridge, Co Kildare
- Duration:** The post is whole time, 35 hours per week and fixed term for 3 years
- Salary:** Commencing at €48,832 on an incremental scale

JOB DESCRIPTION

Summary of Position

The Board of Kildare Traveller Action (KTA) is seeking to recruit a Manager to develop Kildare Traveller Action Ltd into a vibrant Traveller Community Development organisation. The Manager will lead the organisation in supporting the equal participation of Travellers in the social, cultural, and economic life of County Kildare ensuring high levels of Traveller engagement and Traveller representation on the Board of Kildare Traveller Action with reference to the company's Strategic Plan

The successful applicant will have a deep understanding of Traveller history and culture and will understand the barriers to inclusion experienced by the community in daily life. They will have a track record in community development and programme management including the management and



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support of staff. They will have a commitment to applying the principles and values of community development and will work from an equality base.

KTA is a key partner in the development and implementation of the Kildare Traveller and Roma Inclusion Strategy 2019 to 2023. The aim of the Strategy is to achieve meaningful change in inclusion of both the Traveller & the Roma communities in Co. Kildare. KTA have responsibility for leading out on a number of Strategy Actions. The Manager will have responsibility for implementation & reporting on action implementation. The KTA Manager will be responsible for the operational development of KTA under the guidance and direction of the Board of Management. The appointee will be responsible for staff support, management of the Primary Health Care Team and future staff appointed by the Board.

Role & Duties

The successful candidate will be expected to work closely with the Board of KTA led by the Chairperson in relation to organisational development and the delivery of service to Travellers in Co Kildare.

The KTA Manager will be required to:

- Support community development initiatives with members of the Traveller community in Co. Kildare
- Work in partnership with the Traveller community to develop a vibrant inclusive Traveller Community Development Organisation in the County providing a mechanism for the voice of Travellers.
- Work in solidarity with Travellers and other stakeholders to challenge the issue of Traveller racism, discrimination and inequality
- Deliver on the KTA objectives in the Traveller and Roma Inclusion Strategy
- Develop strategies and partnerships to strengthen Traveller activism in County Kildare
- Develop new approaches for services to Travellers
- Build and renew collaboration through existing and new partnerships with a wide range of stakeholders, including but not limited to SICAP, local authority, funders, and national agencies
- Share and celebrate Traveller Culture in a changing Ireland



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- Work to sustain KTA as a Traveller resource

The duties of the post under the direction of the Chair of Kildare Traveller Action will be to:

- Support and advise the Board in the development of Kildare Traveller Action as an inclusive, effective Traveller Community Development Organisation
- Lead on the implementation of Kildare Traveller Action's Strategic Plan
- Support and advise the Board on sustaining services, respond to new needs, and set a clear direction for the evolution of Kildare Traveller Action
- Lead the delivery of the Kildare Traveller Action's commitments under Kildare Traveller & Roma Inclusion Strategy and attend the Strategy Interagency Implementation Group meetings and thematic working group meetings.
- Develop and implement a strategy for Traveller participation applying principles of Community development and inclusion in the workings of the organisation
- Develop and implement an action plan in consultation with the Traveller community and the Board of KTA
- Support Travellers to effectively engage with Kildare Local Traveller Accommodation Committee
- Devise a funding plan to properly resource the work of Kildare Traveller Action
- Manage and oversee the roll-out of KTA's Primary Health Care Programme in consultation with the Primary Health Care Steering Group and Programme Co-ordinator.
- Line management of the Primary Healthcare Coordinator and future senior staff.
- Grow, develop, and manage a dynamic staff team in a culturally appropriate manner
- Manage key governance, staff support and supervision, HR functions, policy development and funding under the guidance of the Board of Management
- Support the Board of KTA with governance and accountability responsibilities ensuring that the organisation is fit for purpose and fully compliant



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- Responsibility for financial management and reporting on budgets including the preparation of annual budgets
- Keep records and prepare plans, reports, and submissions to the Board of KTA and funders as required
- Promote the KTA Services through networking, raising awareness, and publicity
- Research best practice and developments in the area of Traveller inclusion
- Assisting the recruitment of KTA staff to meet the needs of the organisation as identified by the Board
- Carrying out the lawful instructions of the Board of KTA.
- Another other duties as deemed appropriate by the Board of KTA

PERSON SPECIFICATION

Minimum Requirements:

- Hold a relevant third level qualification in Community Development or related field
- Have experience of managing a community development organisation
- Have experience managing and leading a team in a hands-on operational manner
- Have a commitment to working within an equality framework promoting full inclusion of Travellers in the work of the Organisation in line with community development principles and values
- Have experience of working with the Traveller Community

Core Competencies

- Have excellent communication and organisational skills
- Proven organisational and time management skills to meet objectives within agreed timeframes and achieve quality results.
- Experience in providing leadership including support and supervision of staff.
- Excellent report writing
- Good personal motivation and the drive to promote and deliver the ethos of Kildare Traveller Action
- Excellent interpersonal skills



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- Excellent IT skills
- Have proven ability of working on their own initiative.
- Have a full driving licence and own transport.

Knowledge:

- Knowledge of Government policies relating to Travellers would be desirable
- Knowledge of Traveller History & Culture and experience in Ireland
- Knowledge of community organisations funding structure/opportunities

GENERAL

Application Process

Applications must be made by submitting a Curriculum Vitae (CV) only to caroline@countykildarelp.ie . Please include two referees one of which should be a current or recent employer on your CV.

Closing date for receipt of completed application forms is Thursday 1st September 2022 at 5:00 pm

Late applications will not be accepted. Canvassing will disqualify.

Shortlisting

CKLP reserve the right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on CV. It is therefore in the best interest of the applicant to provide a detailed and accurate account of qualifications/experience on the CV. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview

Selection, from shortlisted candidates, shall be by means of a competition based on an interview. The interview will be competency based and marks will be awarded under the skill sets identified for the position of KTA Manager.



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