**Job Title: Romanian-speaking Advice & Advocacy Worker (Ref: RoM 58)**

Date: 11/06/2024

Dear Applicant,

Thank you for your interest in the above post. Enclosed is a pack containing:

1. Background Information please see [our latest Annual Report](https://drive.google.com/file/d/1ffSdeVivCTkLsZbGZwwkG7z8P0N1sJJE/edit):
2. Job Description
3. Person Specification
4. Application Form
5. Rehabilitation of Offenders Form
6. Equal Opportunities Monitoring Form
7. Privacy Notice for Job Applicants

Please email your completed application form to recruitment@romasupportgroup.org.uk clearly stating the subject - Job Title and Reference Number of the post - you are applying for. Please note that we will not accept CVs.

If you have any questions about the post, please contact Chris (via email: chris@romasupportgroup.org.uk; or leave a phone message for a call back: 02089 835066).

The deadline for completed applications is Monday 15th July 2024, 8am. Applications received later will not be considered. The job interviews will take place in person at our office in Bethnal Green on Monday 22nd July 2024.

If you do not hear from us, please assume that your application has not been successful. We will not be able to contact those applicants who have not been shortlisted.

We wish you every success with your application.

**Recruitment Team,**

**Roma Support Group**

**Job Description**

**Job Title:** Romanian-speakingAdvice & Advocacy Worker (Ref: RoM58)

**Responsible to:** Advice Project Coordinator and Chief Executive Officer

**Location of Post:** London

**Special Condition:** Office-based work, London-wide travel

**Purpose of Job:** To provide advice to Romanian-speaking Roma migrants on a range of areas including welfare benefits, debt/money management and housing.

**Hours:** 21 hours per week

**Salary:** £29,593 pro rata per annum (actual £17,756 per annum)

**Pension:** B&CE, The People’s Pension

**Status:**  *The post is funded for an initial 12 months, with the potential to extend term subject to continuation funding being secured.*

**Job Context:** The Roma Support Group (RSG) is a registered Charity and a Company Limited by Guarantee. The organisation was established in 1998 in order to improve the quality of life of Roma refugees and migrants. At present the organisation delivers the following projects and services:

* General Advice & Advocacy for Roma families;
* Roma Financial Inclusion Project;
* Aspiration Project for Young Roma;
* Policy & Campaigning Project;
* Mental Health Advocacy Project;
* Roma Housing Advocacy Project;
* Roma Support & Engagement Programme;
* Pharovas o Traios - Changing Futures- Big Issue Project
* Roma Culture Development Projects.

The need and demand for our work is reflected in our casework statistics. At present we provide assistance to approx. 2,000 Roma migrants from Poland, Slovakia, Czech Republic, Romania, Lithuania, Balkan countries, etc. Our centres are located around concentrations of Roma people in East and West London.

With a wealth of data collected from our services and projects, the RSG is uniquely placed to gather evidence of the inequalities and challenges that Roma people face in London and across the UK. This data provides us with an extremely potent tool to create well-informed policy positions, campaigns and contributions to the national debate, making us one of the best-informed Roma-led charity organisations in the UK.

**Duties & Responsibilities**

The post holder will be expected to work as a member of a team under the overall supervision of the Project Coordinator. However, s/he will be expected to perform many of the duties outlined below independently and working on his/her own initiative.

**Main Duties:**

* To provide independent one-to-one Advice and Advocacy regarding welfare rights, debt/money management and housing to Roma migrants (“beneficiaries”) both by phone and in-person;
* To empower beneficiaries to make informed decisions and to take greater control over their lives;
* To adopt person-centred approaches to advocacy, which meet the needs of each individual, whose rights are recognised, respected and upheld;
* To collaborate with partner agencies through referrals and offering ongoing support to referred beneficiaries;
* To contribute to planning, as well as co-facilitating and co-delivering community training, Peer-Support Sessions and consultation meetings with beneficiaries;
* To contribute to producing and disseminating information materials for Roma community members about welfare rights, debt/money, housing, immigration, employment rights and digital skills;
* To contribute to monitoring and evaluating Project outcomes e.g., collecting case-studies, regular feedback from beneficiaries, etc.

**Other Duties:**

* To review the work plan, targets and aims with the Project Coordinator and to contribute to written reports related to the Project;
* To be administratively self-sufficient in terms of writing letters, leaflets, reports and database;
* To maintain accurate and up to date records in a clear and concise manner;
* To take part in internal/external training, which are relevant to the development of the Project;
* To contribute to communication and planning processes within the Roma Support Group through participation in staff meetings, AGMs, Strategy Planning Days, etc.;
* To carry out the responsibilities of the post with full regard to the Roma Support Group’s Equal Opportunity Policy, Health and Safety Policy, Safeguarding Policies and other policies and procedural guidelines;
* Other duties that may be required.

**Additional Information:**

* The RSG is a small charity organisation and everyone is expected to work together as a team, contributing to shared tasks as well as taking responsibility for their own area of work.
* Because you will be working with vulnerable people, you will undergo a DBS check before you commence your work.

**Terms and Condition:**

1. **Salary:** £29,593 pro rata per annum (actual £17,756 per annum)

1. **Hours of Work:**
* 21 hours per week excluding lunch meal breaks;
* Hours of work will be fixed but with some flexibility and will exclude meal breaks.
* You may have to work occasionally outside of normal hours due to the vagaries of

 the job. Extra hours will be compensated by time off in lieu (TOIL).

1. **Location:**

You will work from the Roma Support Group’s main office, which is located in Bethnal Green (L.B. Tower Hamlets). You will also work from our outreach venues and conduct outreach visits to the most vulnerable beneficiaries.

1. **Annual Leave:**

The allowance for the full leave for a full-time worker (working 35 hours per week) is 24 working days per year plus public holidays that fall upon the days that the worker would normally work. Your annual holiday entitlement is 14.5 days.

1. **Probation Period:**

This post is subject to a six-month probationary period.

1. **Notice Period:**

The notice period required to be given by either side is not less than 4 weeks and it must be done in writing.

**PERSON SPECIFICATION**

**Job title: Roma Advice & Advocacy Worker (Ref: RoM 58)**

|  |  |  |
| --- | --- | --- |
| **Criteria**  | **Essential Requirements**  | **Desirable Requirements**  |
| **Experience and Knowledge** | * Knowledge of current legislation related to welfare rights, debt/money management and housing.;
* Knowledge and empathy with issues affecting Roma migrant communities in the UK;
* Experience (paid or unpaid) of helping people in the area of welfare rights, money/ debt management, housing and combating poverty.
 | * Experience of working with Roma migrants or other excluded and marginalised communities;
* Experience of working with other agencies to deliver support services for beneficiaries.
 |
| **Skills and Abilities** | * Fluency in Romanian;
* Good spoken & written English;
* Excellent communication skills;
* Computer literacy;
* Ability to establish trust relationship with vulnerable beneficiaries;
* Ability to communicate complex information clearly;
* Ability to plan and

 manage your own  workload;* Ability to work on your own initiative as well as a member of a team;
* Ability to follow procedures and keep clear and concise case records.
 |  |
| **Qualifications**  | * To be educated to degree standard or equivalent and /or demonstrate considerable experience and ability in the skills listed above.
 |  |
| **Relevant Personal Characteristics**  | * A flexible approach and ability to work creatively;
* Commitment to and understanding of Equal Opportunities;
* Awareness of the importance of confidentiality in all aspects of work.
 |  |
| **Special Job Circumstances** | * Willingness to travel London-wide;
* Willingness to work flexibly (e.g., occasional evenings, weekends).
 |  |

**APPLICATION FOR EMPLOYMENT**

 **Please complete this form as accurately as possible. All information will be treated as strictly**

 **confidential. Please return the form to:** **recruitment@romasupportgroup.org.uk**

**Post applied for: …………………………………………………………………………………….**

**How did you find out about the post?** ……………………………………………………

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **First Name(s)** |  |
| **Address**  |  |
| **Post Code** |  |
| **Email** |  |
| **Tel. No.** |  |
| **Mobile** |  |

**2. REFERENCES**

Please give the details of two referees, not relatives, the first of whom should be your present or most recent employer. Referees will only be contacted after interview stage.

|  |  |
| --- | --- |
| **Referee 1**  | **Referee 2**  |
| Name: | Name:  |
| Address: | Address: |
| Tel:  | Tel: |
| Email:  | Email:  |
| Occupation:  | Occupation:  |

**3. SUMMARY OF EDUCATION & QUALIFICATIONS**

**(Most recent first)**

|  |  |
| --- | --- |
| **Dates** |  **Institution, Qualifications obtained** |
|  |  |
|  |  |
|  |  |
|  |  |

(Please add more rows in the table above if necessary.)

**4. OTHER RELEVANT TRAINING**

|  |  |
| --- | --- |
| **Dates** |  **Details of Training**  |
|  |  |
|  |  |
|  |  |

(Please add more rows in the table above if necessary.)

**5. YOUR WORK EXPERIENCE**

Please give details of your present job or, if you are not working, your last job.

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address of employer**  |  |
| **Type of business**  |  |
| **Position held** |  |
| **Dates: (from …until…)** |  |
| **Salary** |  |
| **Other benefits** |  |
| **Notice period** |  |
| **Reason for leaving or seeking new employment** |  |
| **Please give a brief description of your duties and responsibilities** |  |

**6. PREVIOUS EMPLOYMENT**

Please give details of your previous jobs. Put your most recent job first. Give details of any gaps in your employment history including unemployment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates:** | **Name & Address of Employer** | **Duties & Achievements**  | **Reasons for Leaving**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Please add more rows in the table above if necessary.)

**7. SUPPORTING STATEMENT**

Please explain in no more than 500 words how you meet the essential and desirable criteria for this post, as listed in the **Person Specification**. Wherever possible, please give examples and fully explain how the criteria relate to your skills, experience and abilities.

**8. DECLARATION**

The Roma Support Group reserves the right to confirm the factual basis of any information you have provided. If any information given by you in this application form are found to be false or if you willfully omit or suppress any material facts, you may be liable to dismissal if appointed.

**I declare to the best of my knowledge the information provided on this form is correct.**

Signed: Date:

**REHABILITATION OF OFFENDERS ACT 1974**

**(EXCEPTION) ORDER 1986 FORM**

Name (in full): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would draw your attention to the following statement:

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1986. Applicants are, therefore, **not entitled to withhold** information about convictions and cautions which for other purposes are “spent” under the provisions of the Act”.

The following questions must be answered by all applicants. You should provide details about all pending or spent prosecutions, convictions and cautions. The information should include the approximate date, the offence and the Court or Police Service which dealt with the offence.

**DO YOU HAVE A PROSECUTION PENDING OR HAVE YOU EVER BEEN CONVICTED AT A COURT OR CAUTIONED BY THE POLICE FOR ANY OFFENCE?**

**YES/NO** (please tick)

IF ‘**YES’** PLEASE GIVE DETAILS AND DATES IN THE SPACE BELOW:

**DECLARATION:**

I understand that, if it is found that I have withheld information or included any false or misleading information above, I will be disqualified from the appointment, or, if already appointed, this will render me liable to dismissal without notice. I understand that the information will be kept securely by the RSG.

**I hereby declare that the information I have provided is accurate.**

Signed: Date:

*Please return this form with your Application Form.*

**EQUAL OPPORTUNITIES MONITORING FORM**

**Completing this section of the application form is voluntary.**

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

AGE:

* Prefer not to say
* 18-24
* 25-34
* 35-44
* 45-54
* 55-64
* 65-74
* 75 +

**DISABILITY:**

Do you have a disability?

* Prefer not to say
* Yes, I am aware I have a disability
* No, I don’t have a disability
* As far as I am aware, I don’t have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

**ETHNICITY:**

* Prefer not to say

Asian or Asian British

* Bangladeshi
* Indian
* Pakistani
* Other Asian background (Please specify …………….)

Black or Black British

* African
* Caribbean
* Other Black background (Please specify ……………………..)

Chinese and other groups

* Chinese
* Other ethnic group (Please specify ……………………………..)

Mixed race

* White and Asian
* White and Black African
* White and Caribbean
* Other Mixed background (Please specify ………………………)

White

* Roma, Gypsy, Traveller
* British
* Irish
* Other White background (Please specify ………………………)

**RELIGION OR BELIEF:**

* Prefer not to say
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other (Please specify ……………………………………………………..)
* No religion

**GENDER:**

* Prefer not to say
* Male
* Female

**SEXUAL ORIENTATION:**

* Prefer not to say
* Lesbian
* Gay man
* Bisexual
* Heterosexual/straight

**DATA PROTECTION STATEMENT:**

**Data Controller Name:** Roma Support Group

The Roma Support Group uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our Data Protection Policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is attached to this form.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting sylvia@romasupportgroup.org.uk

Signature:

Date:

**Privacy Notice**

**Data Controller:** Roma Support Group, P.O. Box 23610, London, E7 0XB

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the organisation collect?**

The organisation may collect a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.  The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant’s eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in an Employee Privacy Notice.

**Your rights:**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Sylvia Ingmire, CEO at sylvia@romasupportgroup.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner. You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.