



JOB DESCRIPTION

Employer:	National Traveller Money Advice and Budgeting Service
Job title	Financial Inclusion and Social Policy Worker
Hours:	35 hours per week
Reporting to:	Co-ordinator and Board of Management of National Traveller MABS

JOB SUMMARY:

The Financial Inclusion and Social Policy worker will work as a key member of NT MABS and have primary responsibility for developing effective financial inclusion reports, recommendations and policy proposals for our stakeholders in accordance with the NT MABS strategic plan. The role is based at NT MABS Finglas and the jobholder may be required to travel from time to time, and some flexibility may be required in line with business needs.

Overall duties will include:

Collaboration and relationship building

- Creating strong working relationships with NT MABS internal and external stakeholders including MABS Support, the 8 MABS Regional companies and the Citizens Information Board.
- Collaborating with NGOs and public bodies in the area of Traveller financial inclusion and social policy and participating on internal and external working groups as required.
- Collaborate with the MABS Support Financial Education & Inclusion and Social Policy & Research Executives in developing research projects and policy responses of mutual need.
- Ensure NT MABS policy proposals are rooted in the real needs and desires of Travellers.

Financial Inclusion

- Analysing, researching and documenting trends and developments in financial services that are important for Travellers.
- Assisting in extending NT MABS reach and influence by writing reports, preparing web-content and contributing to social policy in the area of financial inclusion.
- Support the work of the Financial Inclusion Group and develop/contribute to the introduction of a national financial inclusion strategy.

Social Policy

- Conduct or commission research that supports NT MABS further the financial inclusion agenda as related to Travellers
- Undertake research and studies that supports Traveller accommodations needs
- Support the National Traveller MABS Energy Poverty group by highlighting and proposing redresses to energy poverty on halting sites.
- Contribute to the development of an accessible affordable credit policies for Travellers.

General Duties

- Provide regular reports on activities to the NT MABS Co-ordinator, NT MABS Board and CIB as required.
- Represent and /or promote the organisation at conferences and working groups as required.
- From time to time you may be asked to deputise for the NT co-ordinator or provide cover for a member of the team in his or her short term absence.
- Given the nature of the organisation, this role may be subject to change over time, a high degree of flexibility is expected.
- Attend seminars and conferences and participate in training to maintain and improve performance.
- Other responsibilities as specified by the NT MABS co-ordinator

Person Specification Financial Inclusion and Social Policy Worker

Minimum Educational Qualifications and Work Experience:

Hold a recognized third level qualification at a minimum of Level 7 on the National Framework of Qualifications, preferably in the area of social policy research, community development, financial inclusion or a related discipline and 2+ years' relevant work experience.

Essential Knowledge and Skills

- Knowledge of public policy generally and particularly as it relates to Travellers and knowledge of the wider Irish social policy landscape; ability to analyse public policy and its

impact.

- Excellent writing, research and editing skills.
- Good analytical skills, including the ability to analyse qualitative and quantitative data in order to identify problems and solutions, trends, patterns and predictions.
- Strong IT Skills and experience of using a variety of computer software packages including MS Word, Excel, MS Forms, Survey Monkey or other tools used to capture data both qualitative and quantitative
- Good written and oral communication skills.
- The ability to form, build and draw on strong collaborative relationships with all MABS' stakeholders.
- Ability to respond to feedback in productive and constructive ways.
- Ability to work on own initiative, self-motivated and highly flexible.

Desirable Knowledge and Skills:

- Knowledge and understanding of the Money Advice and Budgeting Service and policy areas relevant to MABS in the area of consumer debt, financial exclusion, energy poverty and access to credit.
- Experience of delivering presentations and training.

Financial Inclusion and Social Policy Worker

Required Competencies

<p>C1 Financial Inclusion & Social Policy</p>	<ul style="list-style-type: none"> • Gathers information from a wide range of relevant sources • Shows excellent understanding of the Travelling Community & a good understanding of the Irish social policy landscape. • Experience working on social policy issues ideally in the area of financial inclusion • Experienced in a range of research methodologies and tools • Identifies gaps or anomalies in Traveller service provision or policy and prepares reports and submissions • Displays strong ability of report writing and editing
<p>C2 Effective Communication</p>	<ul style="list-style-type: none"> • Listens to colleagues and stakeholders and identifies their needs • Communicates effectively, both verbally and in writing, with individuals and groups • Establishes quick and easy rapport with staff, colleagues and external stakeholders including Government Departments • Builds and maintains collaborative working relationships with colleagues and external stakeholders including Government Departments • Relevant experience in developing policy proposals, facilitation, advocacy and report writing
<p>C3 Organising, Administration & IT</p>	<ul style="list-style-type: none"> • Successfully manages a range of different projects and work activities at the same time. • Manages self and workload to meet tight deadlines • Has ability to prioritise when faced with multiple demands • Is flexible and is adaptable to changing circumstances
<p>C4 Analysis & Decision Making</p>	<ul style="list-style-type: none"> • Demonstrates strong analytical skills, with ability to identify material issues from large volumes of data • Uses a range of quantitative and qualitative data skilfully, to identify themes and patterns across a range of sources • Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence. • Finds new ways of reporting information and improving on existing reporting processes both quantitative and qualitative

<p>C5 Specialist knowledge & Self-Development</p>	<ul style="list-style-type: none"> • Expertise in the area of Traveller Culture and financial inclusion • Knowledge of the legislative, policy and regulatory framework in relation to Travellers, Housing and consumer debt • Excellent ability to engage and work with Travellers and facilitate discussions on the issue of financial Inclusion and /or other social policy areas; work to enable and empower effective SP and financial inclusion outcomes for Travellers. • Develops and maintains skills and expertise to perform the role effectively e.g. relevant software and IT systems, relevant policy, legislation and regulatory framework.
<p>C6 Team Work & Collaboration</p>	<ul style="list-style-type: none"> • Ability to work co-operatively within a group and to achieve goals in a respectful manner • Understands and is tolerant of differing needs and viewpoints • Works well with all stakeholders, both internal and external • Actively helps and supports others to achieve organisation goals • Constantly learns from experience and takes the initiative to develop new skills through research, learning and training.

