



TT VISION

ADVISORY GROUP TERMS OF REFERENCE

Travellers Times is a news and features website, print magazine and YouTube channel by and for Gypsy Roma and Traveller people for everyone to enjoy. We aim to challenge negative media by publishing positive stories, give a platform for unheard voices and provide trusted, balanced and accurate news and information.

By 2025 we aim to train 20+ Gypsy, Roma and Traveller people so the Travellers Times becomes an independent Gypsy, Roma and Traveller led organisation and media platform.

The purpose of the TT Vision Advisory Group is to help shape and co-design the TT Vision Training Programme for delivery over the subsequent 2 years July 2022–June 2024 and to advise on editorial content.

BACKGROUND

This document is intended to both guide and inform TT VISION ADVISORY GROUP members in contributing to the successful development of TT-Vision and its training programme. Travellers' Times will ensure that all members feel equipped to carry out their role within the group.

- TT VISION ADVISORY GROUP members are people interested in providing better representation of Gypsy, Roma and Traveller people and creating their own media content through training, mentoring and support.
- TT VISION ADVISORY GROUP members are being supported by The National Lottery Community Fund through Travellers Times in response to a need for the voice of Gypsy, Roma & Traveller people to be better and more accurately heard in the media.
- The overall purpose of the TT VISION ADVISORY GROUP is to ensure Gypsy, Roma and Traveller voices are embedded within all aspects of the TT-Vision training project.

PURPOSE AND TERMS OF REFERENCE

1. To empower and strengthen Gypsy Roma and Traveller voice in the UK.
2. To act as part of a TT VISION ADVISORY GROUP to support the direction, development and evaluation of the TT Vision Training programme.
3. To raise awareness of the benefits of hearing the voice of Gypsies Roma and Traveller people in the media.
4. To raise awareness of the benefits of applying to the TT Vision training programme.

TT VISION ADVISORY GROUP PROTOCOL

MAIN ROLE AND RESPONSIBILITIES OF A TT VISION ADVISORY GROUP MEMBER

1. With support, help to co-design a TT-Vision training programme working with the Travellers Times and Rural Media teams and invited guests to the TT VISION ADVISORY GROUP sessions.
2. Help to strengthen Gypsy Roma and Traveller national voice and representation.
3. Ensure Gypsy Roma and Traveller voices are embedded within all phases of the Travellers' Times project.
4. Attend all meetings where possible.
5. Be available for comment by telephone or email where appropriate on issues concerning training plans or representation.
6. Act as a key link between the advisory group and organisation that you represent if appropriate by providing regular feedback about Travellers' Times at every opportunity

MEMBERSHIP

1. Anyone can apply to become a member but we are particularly interested in hearing from Gypsy Roma and Traveller people who are engaged in creating media and / or are interested in developing our training programme. Selection will be based on experience and interest and we are looking for wide and diverse representation across backgrounds, location and age range.
2. All interested individuals must complete an application form that will be considered by the Travellers' Times panel.
3. There will be a maximum of 10 members.
4. Only people with an interest in the media AND the positive representation of Gypsy Roma and Travellers will be eligible.
5. Members unable to attend a particular meeting should let the Travellers Times project manager know as soon as possible so other arrangements for consultation can be arranged.
6. TT VISION ADVISORY GROUP members who are absent from two consecutive meetings and do not send apologies may be asked to stand down.
7. TT VISION ADVISORY GROUP membership will run over the course of 8 months and be reviewed annually.

RECORD KEEPING AND INFORMATION SHARING

Written minutes will be recorded for all meetings and a meeting agenda will be sent out no less than 3 days prior to any meeting. Online Zoom meeting may be recorded for training and monitoring purposes.

OPERATING PROCEDURES

1. Members will be expected to attend all meetings where possible.
2. Members will be expected to regularly read/watch the TT website / YouTube Channel/magazine and e-newsletter in order to be fully aware of the range of editorial content being produced.
3. Members will receive ongoing face-to-face, telephone or email support.
4. Members will be expected to treat all members equally and respect the thoughts and opinions of others at all times.

OPERATING PROCEDURES

5. TT can provide members with information and advice regarding education and careers.

6. TT can also support members with CV writing skills and references where requested.

7. TT VISION ADVISORY GROUP members whose time will not be paid for as part of their role at an organisation will be reimbursed £50.00 per session for their time at both the meeting and to do any reading or preparation for that meeting.

8. TT VISION ADVISORY GROUP group meetings will be online via the Zoom platform, be approx. 1.5hrs and chaired by the Travellers Times Editor-at-Large, Damian Le Bas. It is our intention to bring the selected group together in person for our initial meeting.

9. You can contact the Travellers' Times office on 01432 344039 or by email travellerstimes@ruralmedia.co.uk or the Travellers Times project manager on 07970404966 or by email juliec@ruralmedia.co.uk any time during office hours.

10. Rural Media Charity, which runs The Travellers' Times project, reserve the right to ask members to stand down from the training or advisory group at any time.

11. All TT VISION ADVISORY GROUP members are asked to be part of this programme with due regard to Rural Media's policies and in particular:

- Health & Safety
- Child, Young Person and Vulnerable Adult Safeguarding (including online safety)
- Anti-bullying and harassment policy
- Equality, Diversity and Inclusion policy
- Data protection and GDPR policy
- Travellers Times Editorial Policy

DECISION MAKING

1. The TT VISION ADVISORY GROUP will seek to reach agreement on any recommendations made by the advisory group through discussion and consensus with the Travellers' Times Team and Rural Media's Creative Director.
2. Ultimate responsibility for Rural Media Charity decision making and policy lies with the Rural Media CEO and Chair of the Board of Trustees.

PERSONAL CRITERIA

ESSENTIAL

STATUS

Have an active interest in positive representation of Gypsies Roma and Travellers in the media

EXPERIENCE

Awareness, appreciation or involvement in the media

Awareness of need for more Gypsy Roma and Traveller voices in the media

SKILLS & ABILITIES

Good communication skills.

Ability to work as part of team.

To be able to provide comment on the magazine and website when requested.

OTHER FACTORS

Willingness to become actively involved in developing the TT Vision project and supporting its transition in to an independent Gypsy Roma and Traveller led organisation by 2025.

WHISTLE BLOWING

If you become aware of any conduct by another Member that you reasonably believe will have a damaging effect on The Travellers' Times and/or projects supported by it, you must inform the Travellers Times Project Manager as soon as possible.