

The opportunity

We have an exciting and rewarding opportunity for an experienced benefits adviser to become an integral part of our Universal Credit team, providing and delivering advice and support to our clients about universal credit and related budgeting and money issues.

This role is available as either a full time position (37 hours pw) covering the Cheshire West district or as a job share of 18.5 hours pw with one position covering Ellesmere Port & Chester area and the other covering the Northwich and Winsford area.

Salary is £21,074 pa (pro rata) + excellent benefits.

Who we are looking for

You will have experience of delivering advice and information and a good working knowledge of the benefits system. You will have an understanding of money management and debt issues and an ability to work autonomously as well as within a team.

Who we are

Citizens Advice Cheshire West is the largest independent provider of generic advice within the district. With four separate offices across the district and over 100 volunteers and employees we provide free, impartial advice and information on a wide range of issues.

As an employer, we offer:

- Flexible working wherever possible,
- Enhanced holiday entitlement of 28 days annual leave [pro rata] plus bank holidays,
- Enhanced sick pay.

Applications

To discuss this opportunity in more detail, please contact Martin Booth on 01606 338547.

Please visit our website citizensadvicecw.org.uk/vacancies/ to access our application pack or contact Martin Booth as above to discuss your support needs. Job application forms are accepted by email, post or by hand delivery.

The application deadline is 9am on Monday 22nd October 2018, interviews will be held on Friday 26th October 2018.

Please indicate which post you are applying for on your application.

Citizens Advice Cheshire West is committed to equality and diversity and welcomes applications from all sections of the community.

Citizens Advice Cheshire West treats your personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice at www.citizensadvicecw.org.uk/vacancies