

Adviser Vacancies

37 hours per week (Part time hours considered)

Salary: starting salary £23,114 per annum

(plus pension contribution)

Newark & Sherwood areas only currently being recruited

Do you want a career change?

Do you want to help people in your community?

Do you want continued professional development?

Then come and join our dedicated friendly team of staff and volunteers.

As an Adviser you will provide face to face, telephone and digital information, advice and support to local people on a range of issues (including Benefits, Debt, Housing). Full training will be provided so do not let this put you off your next career move, as long as you have transferrable skills we can consider your application.

As this is a busy and varied role, in a variety of settings and locations, it is essential that you can work under your own initiative; are extremely well organised with excellent attention to detail, be flexible and have a can-do attitude. We want someone who is passionate about giving an effective service to those most in need.

Applicants need to be –

- Experienced in an advice agency, hospitality or customer service setting
- Computer-literate, although training on our case recording systems will be given.
- Confident in working to performance targets.
- Able to show good communications skills, both written and verbal. These are essential in the role, as are excellent customer service skills with a non-judgemental approach.
- Prepared to work independently and from a variety of community based locations once trained.

To view the job pack and information on how to apply please visit our website:

[Citizens Advice Central Nottinghamshire](#)

It is quick and easy and you will be given the chance to submit your CV which you should tailor to the skills above.

Closing date: Wednesday 9th October 2024 at Midnight.

Please note: No Agencies

Registered Charity No: 1077828

Every local Citizens Advice is a registered charity. Different application procedures are adopted by individual local Citizens Advice. Contact the relevant one as outlined in the information about this role. You should not send an application form to National Citizens Advice. All local Citizens Advice produce their own annual report, but you can find out more [about the Citizens Advice network](#) or download the latest national Citizens Advice [Annual Report](#)