

Deputy Advice Session Supervisor Vacancy

£25,000 per annum starting salary (increases as caseload reduces and more supervisory work is undertaken)

Permanent 37 hours per week

Would you like to work for a local Charity and make a real difference to people's lives everyday?

Then come and join our advice team. We are embedded in our communities across Ashfield, Broxtowe and Newark & Sherwood. This is a rare opportunity to become a Deputy Advice Session Supervisor within a friendly client focused team. You will be based at our Ashfield Office with occasional travel across our districts .

The role is to provide session supervision and support to advisers whilst maintaining and developing the quality of the advice work. This could include paid staff and volunteers. You will be working alongside our current Session Supervisor who is gradually reducing hours due to flexible retirement. Therefore part of your working week you will hold a caseload as you take on more responsibility and ease into the Session Supervisor role full time.

If you wish to be considered for this rare opportunity you will need to demonstrate the following skills-

- Experience of advice work ideally with Citizens Advice although not essential
- Experience of supervising, coaching or mentoring others in a supportive and motivational environment
- Ability to analyse and interpret complex information.
- Ability to communicate effectively and accurately in writing, face to face and on the phone
- Ability to prioritise own work and the work of others, meet deadlines and manage workload in a pressured environment.
- Ability to work as part of a team

To view the job pack and apply please visit our website: www.ca-centralnotts.org.uk Closing date: 6 August 2025