**Ad-hoc Adviser**

**Hours:** ad hoc, as the service needs

**Location:** Across Arun and Chichester, some home visiting and remote working depending on service needs

**Contract type:** 0 hours

**Salary:** £12.71 per hour

**Closing date:** 19th February or until sufficient applications received

**Interview date:** w.c. 24th February

**Job description:** Arun & Chichester Citizens Advice are seeking an ad hoc adviser to support across the service where there is gaps from sickness, annual leave and other absence.

This post will provide advice across income maximisation, including benefit checks, budgeting and debt management but will also include topics such as housing and employment, as well as assisting with benefit appeals, energy advice and accessing grants.

You will be a highly motivated strong team player with excellent interpersonal and organisational skills. You will have the ability to understand written and oral information of some complexity; have good numeracy skills sufficient to compile accurate financial statements and calculate benefits; and, have effective oral and written communication skills for the purposes of negotiation and reporting.

You’ll undertake aspects of advice and casework and provide an appropriate level of support based on the client’s capability.

Client contact may be at the local Citizens Advice office, local outreaches, remotely or at clients' homes.

**Essential:**

* Commitment to training and continued development
* Good understanding of Data Protection and Safeguarding
* Able to work in a non-judgemental way
* Able to prioritise and work to deadline
* Good numeracy skills
* Confident IT user
* Able to work as a team and independently
* Able to travel throughout the Arun and Chichester District
* Commitment to the aims and principles of the Citizens Advice Service

An advice background is preferred but not essential, full training will be provided.

For general enquiries about the role, please email [jobs@arunchichestercab.org.uk](mailto:jobs@arunchichestercab.org.uk) or visit <https://arunchichestercab.org.uk/news/paid-vacancies/> to download an application pack.