



Outreach Worker

Hours: 18.5 hours per week

Location: Outreach – Chichester City Council House

Contract type: fixed term until 31 May 2026

Salary: £23,132.20 per annum

Closing date: Monday 10th June at 9am

Interview date: TBC

Job description: Arun & Chichester Citizens Advice are pleased to have received funding for supporting clients with advice referred by Chichester City Council.

We are now recruiting an adviser to provide a high quality, effective and efficient advice and information service to clients who require support in the Chichester City ward. The advice will be holistic and take the client all the way through the advice process, from gathering information to finding a solution.

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.

Essential:

- Able to work unsupervised
- Excellent IT skills
- Excellent communication skills
- Experience in advice services and dealing with casework
- Commitment to the aims and principles of the Citizens Advice Service and The Chichester City Council

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