

**Trainer**

**Hours:** 22.5 hours per week.

**Contract type:** Permanent contract

**Location:**  Main centre Bognor Regis, with some travelling to Littlehampton and Chichester and some home working

**Salary:** Competitive Rate available on request

**Closing date:** Monday 4th December 2023 - 9am

**Interview date:** Wednesday 13th – Thursday 14th December 2023

**Job description:**  We are looking for an experienced trainer who can deliver a combination of face to face and remote training, support our recruitment programme and train to become an advice supervisor.

This role is to help us manage and increase our training offer, it will include delivering to groups as intensive training and supporting new trainees through their independent training. The successful candidate will work alongside one other trainer, who is currently supporting our existing volunteers. As we increase our volunteer force both remotely and in offices, the role will support new trainees to meet the advice standards and move onto client work independently. As part of the role, you will be required to cover our advice supervisors for annual leave and sickness, so you will need to complete the intense training to gain the qualification.

**Requirements:**    
**Able to work unsupervised**  
**Excellent interpersonal skills**   
**Good communication skills**

**Ability to work under pressure**

**Commitment to the aims and principles of Citizens Advice**

**Commitment to the provision of our quality of advice**

**Training experience is essential**

**Good IT skills, with the ability to learn new programmes quickly**

**Citizen Advice certificate preferable but NOT essential**

**For further details and an application pack please email Dzifa Kugbega at**

**D.kugbega@arunchichestercab.org.uk**