

Integrated Front Door Generalist Adviser Post



Hours:	27.5 hrs per week
Salary:	£26,238 per annum depending on experience (Pro Rata for part time post = £19,501)
Contract Length:	18 months (with the possibility of extending subject to funding)
Annual Leave:	32 days holiday plus public holidays (pro rata for part time post)
Pension:	Matching 5% employer's contribution
Staff Benefits:	Including Employee Assistance Service, on demand GP, discounts on hundreds of retailers, deals for family activities and holidays
Responsible to:	Project Manager
Job Location:	Wombwell Police Station, 1st Floor (Please note there is no lift access to this building)
Security Check:	South Yorkshire Non-Police Personnel Recruitment Vetting. (Please see attached guidance)
Post funded by:	Barnsley Metropolitan Borough Council

We're excited to announce that we are seeking to recruit a new Generalist Adviser to join our team! Our thriving charity is busy, dynamic and client focused, with a long track record of delivering high quality advice.

The job is based at Wombwell Police Station and will involve working alongside BMBC's Integrated Front Door Team to enable clients (and the practitioners that support them) to address emerging financial, housing, employment, benefits and other related issues at the earliest possible stage.

You will be providing in-person consultation, support and signposting to practitioners as well as information, advice and guidance direct to individuals and families via telephone.

Suitable candidates will need to have at least 1 years recent experience in an advisory or information-provision role and be available to work Monday to Friday between 9.30am and 3.30pm from Wombwell Police Station.

Please note: The role is based on-site at Wombwell Police Station which does not have lift access to the first floor. The successful candidate will be required to successfully complete the South Yorkshire Non-Police Personnel Recruitment Vetting process before their employment begins. We encourage you to familiarise yourself with the vetting requirements before applying.

For an information pack including job description and person specification please see <https://barnsleycab.org.uk/jobs/>

CLOSING DATE: Monday 13 July 2026 (midday)

INTERVIEW DATES: Tuesday 21 July (pm) and Thursday 23 July 2026