



CITIZENS ADVICE BARN斯LEY

Trainee Debt Adviser

Hours: 37 hours per week

Salary: Actual for 37 hours per week £20,400

Contract status: Fixed term until 31st March 2022

Holiday entitlement: 28 days annual leave and 10 public holidays (pro-rata)

Pension: Matching 5% employer's contribution

Funded by The Money and Pension Service (MaPS)

OVERALL AIMS OF THE POST:

- i. To undertake and complete Citizens Advice general advice training
- ii. To undertake and complete Debt Caseworker training as directed.
- iii. Within one month to be actively advising and assisting clients and managing a caseload of debt clients.
- iv. During the current pandemic while the office is closed all work will be undertaken from the adviser's home. Once the current pandemic is under control and outreaches and offices open up to allow face to face outreach services will be delivered from various locations and at various times including both daytime and evening sessions and also from your home via telephone and video links

Digital applications only - for an application pack and guidance notes please see www.barnsleycab.org.uk

Closing date: 12 noon 8th December 2020

Video Interviews will be held on: 17th December 2020