

**Job Advert: Trainee Debt Adviser**

**Location: Bridport with some travel in the Dorset area**

**Hours: 17 per week**

**Salary: £25,409 rising to £26,845 annual gross FTE, following successful completion of initial training and 3 month probation.**

**Job Type: 1 year fixed term**

**Closing date: 10.00 am Monday 24 July**

**Interview date: tbc**

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 will be based within and employed at the Bridport Citizens Advice office. You will be trained to give debt advice predominantly through face to face and telephone interactions.

You will undertake Money Advice and Pensions Service accredited debt advice-level training to be completed within two months of starting your employment. You will then be expected to undertake initial debt assessments and explorations with clients and build your advice skills with ongoing casework level training thereafter. Subject based training will mainly consist of online self-study learning modules and some observations of debt advice and casework.

The role is initially fixed for 12 months but could be extended subject to further funding.

**The Citizens Advice service values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic people, as they are currently under represented in our workforce**

**For a job pack and application form:**

Please visit our website information page at [www.bridportca.org.uk](http://www.bridportca.org.uk)

Alternatively, email us: advice@bridport-cab.org.uk