



Position: Advice Session Supervisor

Location: Based in Bridport Office

Role details

Salary: £24,491 - £26,511 (gross FTE, pay band subject to experience)

Hours per week: 18.75

Type of contract: Permanent

Closing date: 10.00 am Monday 8 November 2021

Interview date: Thursday 11 November 2021 (Location: Bridport office)

Bridport and District Citizens Advice are looking to recruit a highly motivated and enthusiastic advice session supervisor to support a team of volunteers and paid staff. We provide high quality advice to around 2500 clients per year through telephone, face to face and digital channels.

You will be a good team player with an ability to supervise our advice team operating both remotely and from our office in Bridport to ensure that the quality of advice given is of a high standard.

You will have considerable experience of advice work in one or more of our core enquiry areas; benefits, debt, employment, housing and consumer. Training to meet Citizens Advice supervisor competencies can be provided.

You will be employed by Bridport and District Citizens Advice reporting directly to the Advice Services Manager. There may be a possibility to increase hours of work subject to operational demands.

You can find out more information about the role in the job pack. If you would like to apply please contact us for a job pack:

Email advice@bridport-cab.org.uk

Tel: 01308 456594

Bridport and District Citizens Advice is committed to the principles of equality and diversity.