



Trainee Debt Advisers – 3 Posts

Bridport & Districts – Job Ref: TDA/BD/20

Central Dorset – Job Ref: TDA/CD/20

East Dorset – Job Ref: TDA/ED/20

Hours: 37 Hours per week (Flexible)

Salary: Up to £25,000 (per annum)

Location: Covering the Dorset Council area

Term: Temporary Contract: Initially to 31st March 2021 with the possibility of extension to November 2021

Start Date: Immediate Start

Job Share considered.

We have recently secured additional funding from Money and Pensions Service (MaPS) in response to COVID-19 and the expected 60% increase in demand for our debt advice service. This funding will enable us to increase our capacity to provide high quality debt advice across the Dorset Council area.

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 by a local Citizens Advice. You will be trained to give advice across channels including face-to-face, telephone, email and web chat. The mix of channels will vary depending on local office working but is likely to consist of mostly telephone and digital at this time. You will receive project funder accredited advice-level training within 12 weeks of starting your employment, with further specialist level training to follow.

For an application pack please email: hr@centralca.org.uk quoting the job reference for the area you are interested in.

Closing Date: 5pm Wednesday 28th October 2020

Interview Date: w/b 2nd November 2020