

**Position: Advice Session Supervisor**

**Location:** Based in Bridport Office

**Role details**

Salary: £25,419 - £26,975 (gross FTE, pay band subject to experience)

Hours per week: 18.75

Type of contract: Permanent

Closing date: 10.00 am Friday 24 June 2022

Interview date: Thursday 30 June 2022

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 3500 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 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.

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.