



Position: Outreach Adviser

Location: Citizens Advice Hart Fleet & Yateley Offices with travel throughout the District

Type of Contract: Part time (15 hours) for a fixed term of 6 months. Extra hours could be available within the contract term but will not form part of this contract

Salary: £21,500 per annum pro rata (i.e. £8,600 per annum)

Citizens Advice Hart is looking for an adviser who can help develop an outreach advice service for the largely rural population it serves beyond its offices in Fleet and Yateley, North East Hampshire.

The role is intended to help build upon partnership working and connections to local support services to create innovative and accessible ways for clients who are not able to access the standard core service to still receive free, impartial and confidential advice. The successful applicant will be an experienced adviser, flexible and proactive with experience of working sensitively with vulnerable people.

The post-holder will be a member of the core team at Citizens Advice Hart, and as such they will provide advice and support to the rest of the team as and when required, and will provide advice to clients as part of the core service when required, or when outreach work has not been booked.

The project is likely to involve travel in and around Hart District delivering outreach sessions and home visits therefore use of a car is essential.

As this role involves working with vulnerable people a DBS check will be required.

Closing date for applications: Monday 31st July 2017

Interview date: Tuesday 2nd August 2017 (please let us know if this is likely to cause an issue in your application)

Application forms and full Job description and Person Specification available by email: admin@yateleycab.cabnet.org.uk

June 2017