

Hampshire Macmillan Citizens Advice Service



Citizens Advice Winchester

wishes to recruit a

Macmillan Caseworker, covering Winchester and surrounding area

3 days/22.5 hours per week.

Salary £20,500 to £24,500 FTE (depending on experience)

This service is a countywide advice service for people affected by cancer. The post holder will be based in Winchester Citizens Advice but will be part of the wider Hampshire team, and supervised remotely. This post mainly involves advising clients on Welfare Benefits, including occasional travel to outreaches and home visits, as well as providing advice via a telephone helpline. Some publicity and promotion work is also required. Must be able to work from home should remote working be required due to unforeseen circumstances.

Caseworkers will manage their own caseload and need to be experienced in benefit advice work, have excellent communication skills, self-motivation and IT capability.

For more information, including a job pack and application form, please visit <https://www.citahants.org/vacancies/> or contact macmillan@citahants.org

Please note, CVs cannot be considered.

For an informal discussion about the role, please contact:
Sue Alford, Service Manager, on **07875 536428** (Tues-Thurs).

Closing date for applications **10am 5th December 2022** or sooner if a suitable candidate is found before the closing date.

Interviews to be held on **8th December 2022**

All successful applicants are subject to a DBS check

Citizens Advice Hampshire values diversity; promotes equality and welcome applications from all sections of the community.

• confidential • impartial • independent • free •