

Business Support Officer (Service Delivery)

Hours/ Days: 15 hours per week - Friday, plus 2 other days

Salary: £20,000 pro rata

Location: Based in the Bordon office with occasional work/meetings in other Citizens Advice East Hampshire offices when required.

Responsible to: Finance Manager

Citizens Advice East Hampshire is looking for a Business Support Officer who can provide district wide administrative support to the overall service delivery of the organisation including managing administrative volunteers across all offices, ensuring information is updated and client services are properly supported.

You'll be a part of a small, but committed team with big ambitions, that works together effectively to support the local community.

You will need to demonstrate that you can prioritise your own work, deal with a variety of interactions, and deliver an organised process for meeting deadlines. You must be financially literate and a good communicator in writing and in person. Ideally, you will have experience of services to the public.

The Citizens Advice service values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds.

If you like working in a dynamic and friendly environment to support the local community, we would love to hear from you.

Please contact Debbie Essex district@caeasthants.org.uk for an application pack.

Closing Date: 9am, Tuesday 30th May 2023

Interview Date: Monday 5th June 2023

Please note that CVs will not be accepted as part of this application