



The Circle, 33 Rockingham Lane  
Sheffield  
S1 4FW

Tel: 0114 253 6703

[www.citizensadvicesheffield.org.uk](http://www.citizensadvicesheffield.org.uk)

## Advice Services Supervisor

**£28,000 per annum**

**Job reference: AS1 12-18**

This is an exciting opportunity to join one of the country's largest Citizens Advice delivering advice services to over 20,000 people a year, with 60,000 issues, mainly around benefits and debt. We deliver services by phone, digitally and face to face, from multiple locations, to some of Sheffield's most vulnerable communities. Our ideal candidate will be an experienced and resilient manager, with a sound knowledge of advice delivery including benefits and debt and a passion for ensuring excellence for our clients.

For an informal discussion about the post, please contact Joanne Abdulla, Head of Advice on 0114 2536703

For an application pack (no CVs accepted) please go to:

[www.citizensadvicesheffield.org.uk](http://www.citizensadvicesheffield.org.uk)

or email:

[applications@citizensadvicesheffield.org.uk](mailto:applications@citizensadvicesheffield.org.uk) quoting the job reference AS112-18

**Salary:** Salary £28,000 per annum, a 35 hour working week and a benefits package including 25 days annual leave (excluding bank holidays) and an employee assistance scheme.

The closing date for completed applications is: **9am on Monday 10<sup>th</sup> December 2018 with interviews taking place on Monday 17<sup>th</sup> December 2018**



Citizens Advice Sheffield is the operating name of Sheffield Citizens Advice and Law Centre Ltd  
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