



The Circle, 33 Rockingham Lane
Sheffield
S1 4FW

Tel: 0114 253 6703

www.citizensadvicesheffield.org.uk

**Service Supervisor 1.0 FTE – Sheffield Advocacy Hub (Ref AS09)
Salary £28,000 per annum plus employer’s pension contribution
of 3%**

Our advocates provide independent advocacy, working to the requirements of the Advocacy Charter, the Care Act, the Mental Health Act, the Mental Capacity Act and their relevant Codes of Practice, associated guidance and case law. We work with people with acute mental health problems, learning disabilities, brain injury, serious physical illness some of whom may lack the capacity to take specific decisions at the time.

We are seeking a Service Supervisor to manage the day to day operation of Sheffield Advocacy Hub including directly supervising the work of our advocates. This is a demanding role requiring a high degree of professionalism, providing support, supervision and performance management to a team of staff working to strict targets, and ensuring the efficient function of the Hub referral and allocation processes.

Our ideal candidate will have significant management experience alongside an excellent understanding of independent advocacy and the statutory framework in which it is delivered.

Job application packs are available to download: www.citizensadvicesheffield.org.uk

Or you can contact: applications@citizensadvicesheffield.org.uk

Please quote job reference number in subject heading.

All candidates must submit the application form (no CVs accepted) by 9 am on **Wednesday 20th March 2019**.

Interviews will be held on Wednesday 27th March 2019.

This post will be subject to an enhanced DBS check.

Sheffield Citizens Advice and Law Centre aims to be an equal opportunities employer and welcomes applications from all sections of the community.



Citizens Advice Sheffield is the operating name of Sheffield Citizens Advice and Law Centre Ltd
Registered Office: The Circle, 33 Rockingham Lane, Sheffield S1 4FW
Company registration: 08616847
Charity registration: 1153277
Authorised and regulated by the Financial Conduct Authority: FRN 617731
Regulated by the Office of the Immigration Services Commissioner: N201300063
VAT number: 169 9524 53