



Generalist Advice Worker Qualified - Ref: AW 04-24

full and part-time hours will be considered

**£28,644.00 per annum, pro rata, plus 4% employer's pension contribution
permanent contract**

Citizens Advice Sheffield, one of the country's largest and most dynamic Local Citizens Advice services, is looking for experienced advice workers to join our team.

Many of our clients are facing multiple challenges or in vulnerable circumstances so our ideal candidate will have excellent communication skills, an ability to work under pressure and be highly organised and self-motivated. You will be a stickler for detail, accuracy and efficiency and enjoy working as part of a team.

We work from a variety of settings around the city and support clients both face to face, over the phone and digitally.

Recent experience of advice case work is essential and a minimum of six months experience of delivering advice in welfare benefits and/ or debt would be an advantage.

We offer an attractive remuneration package including: 35 hour working week; 4% employer pension scheme; Health Plan with integrated employee assistance programme, hybrid working, flexible working, enhanced Maternity and Paternity policy & Cycle to work scheme. This role is subject to a DBS check.

Job application packs are available to download at www.citizensadvicesheffield.org.uk or you can contact applications@citizensadvicesheffield.org.uk. Please quote the job reference in the subject heading.

All candidates must submit the application form (**no CVs accepted**) to applications@citizensadvicesheffield.org.uk by **9am on the 22nd April 2024**.

Interview date 26th April 2024.

