



**Derbyshire
Districts**

Job Opportunity

Generalist Adviser (3 posts)

- Hours:** 37 hours per week
Salary: £21,210 - £24,547 per annum, dependent on experience
Contract: Fixed term for 12 months
Base: Ilkeston or Buxton but includes remote working
Please note: During the Covid-19 pandemic this role will initially involve some home working

We have opportunities for three Generalist Advisers to join our thriving outreach team based in Amber Valley and Erewash, and the High Peak, which provide an excellent generalist advice service for clients. The role will require travel throughout the relevant district as the Generalist Adviser will be involved in the provision of advice in an outreach setting.

Good communication skills, both written and verbal are essential to this role, as is the ability to effectively communicate with our clients with a non-judgemental approach. Experience in the current benefits system, and an up to date knowledge and understanding of welfare reform would be desirable but not essential. Full training, support and mentoring will be provided.

At Citizens Advice Derbyshire Districts we provide free, confidential, impartial and independent advice and information on a wide range of subjects. We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from people of all backgrounds.

Due to this post having access to vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the background and circumstances of your offence. Please get in touch to see our policy on criminal background checks.

We are also recruiting for the following roles – Adviceline Telephone Adviser, Help to Claim Adviser and Money Adviser (Telephone), please see separate adverts for further details.

To apply for this role, visit www.ddcab.org.uk to download the recruitment pack.

Please send your completed application form to hr@ddcab.org.uk. CVs will not be accepted.

Closing date: 4pm, Thursday 27 May 2021

Interviews: w/c 31 May 2021 and w/c 7 June 2021 (via video conference)