



## Senior Adviser (money advice and welfare benefits)

20 hours per week at £15.44 per hour, maternity cover

This is a maternity cover post, expected to last from November 2021 to 30/5/2022. Exact dates may vary.

We are seeking a proactive and organised individual to join the Ablewell team. Ablewell Advice Walsall is an initiative of the Central Hall Methodist Church. Central Hall is a registered charity and our services are authorised and regulated by the Financial Conduct Authority.

We provided specialist advice in relation to debt and welfare benefit matters. Our philosophy is to provide advice that is “people-centred, putting the client and their needs first”. We are a distribution centre for the Black County Foodbank and run a Job Club. Working hours would be Mon 9.30- 3, Tues 9.30- 1pm, Weds 9.30-3, Fri 9.30-3.

The successful candidate’s duties would include:

- Provision of specialist advice and casework in relation to debt and welfare benefits
- Maintaining accurate case records and managing cases proactively
- Oversight, coordination and off-site delivery of our advice in schools project
- Supporting the training needs of our trainee adviser.
- Liaising with colleagues and management committee to ensure effective service delivery

We are seeking someone who:

- Has at least 2 years recent experience of delivering welfare benefits and debt casework within an advice agency or similar
- Is able to independently manage a caseload, taking a proactive approach
- Is trustworthy and comfortable with handling confidential information
- Enjoys working as part of a small team
- Is flexible and adaptable
- Is sympathetic to the Christian ethos of our organisation.

This post is subject to an enhanced Disclosure and Barring Service check.

For an application pack or an informal discussion about this role, please contact Rachel Wood, Chair of Management Committee: [walsallsuper@aol.com](mailto:walsallsuper@aol.com). CVs will not be accepted.

**Closing date: Tuesday 2<sup>nd</sup> November 2021 at 5pm**

Please note this vacancy may close early if we feel we have enough suitable applicants.

**Interviews will be held on Monday 8<sup>th</sup> November 2021**

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