



Debt Unit Supervisor

Bridport, Central Dorset and East and Purbeck Citizens Advices are setting up a county-wide Debt Unit to improve the provision and quality of debt advice across the area, by providing technical support and guidance to advisers, and improved coordination of debt advice.

The Debt Unit Supervisor is a role which requires both an understanding of the debt advice process, and the ability to set up, develop and coordinate a new unit. The Supervisor will establish the unit, develop ways of working including agreed processes and referral systems, and support a small team consisting of a Senior Adviser and a Debt Support Officer. The Supervisor will also work with key personnel in other Local Citizen Advices (LCAs') to ensure the Debt Unit works effectively across all the Dorset LCAs.

The Supervisor will carry a small debt caseload to ensure on-going technical understanding of debt advice which meets Citizens Advice quality standards and complies with FCA regulations.

It is envisaged that the Supervisor Adviser role will be flexible in terms of location, and will include working from home and time spent in the various LCA offices (Covid permitting).

Hours: 29 Hours per week
Salary: £13.57 per hour (£20,464 Actual / £26,109 FTE)
Location: Remote (Home) and Dorset Council Area
Start Date: As soon as possible
Term: 9 Months

For an informal chat regarding this position, please email in the first instance Caroline Buxton - caroline.buxton@centralca.org.uk

A Job Description, Person Specification and an Application Form can be found on our website: www.centraldorsetca.org.uk/work-with-us

Please note that CV's will not be accepted.

Closing Date: 1pm Thursday 2nd December 2021
Interview Date: W/C Monday 6th December 2021