

Job Opportunity: Outreach Adviser (trainee role available)



**Derbyshire
Districts**

Hours: 37 hours per week

Salary: £22,820 to £25,038 per annum, dependent on experience

Contract: Permanent

Base: Ilkeston (travel throughout Amber Valley and Erewash required)

We have an exciting opportunity for an outreach adviser to join our existing advice services team who deliver advice to the public on a wide range of issues in outreach settings across Derbyshire. The post will be based in our Ilkeston office, providing both face to face and telephone advice, with travel across Amber Valley and Erewash to remote outreach locations in GP surgeries and other community venues. There is flexibility in this role which allows for some remote/home working where appropriate.

Applicants need to be computer literate and must be confident in working to performance targets. Good communications skills, both written and verbal are essential in the role, as is excellent customer service skills with a non-judgemental approach. A background in advice giving, energy and/or welfare benefits is desirable but not essential. Full training, support and coaching will be provided.

Terms and conditions

Annual leave: 35 days annual leave per year, including Bank Holidays and four days Christmas Shutdown. Additionally, there is a long service leave of 1-5 days after 4-8 years' service. We also offer an annual leave purchasing/selling scheme.

Pension: Auto enrolment into an approved pension scheme. 6% contribution by the organisation, 2% contribution from staff member.

Sick pay: 3 months full pay and 3 months half pay (dependent on length of service).

Other benefits: Employee assistance programme, including perks

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.

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 DBS checks.

To view and download the recruitment pack visit:
www.citizensadvice.derbyshiredistricts.org.uk/get-involved/join-our-team/
Please complete and return the application form to hr@ddcab.org.uk

Closing date: when a suitable candidate is found
Interviews: TBA



Outreach Adviser

(trainee role available)

Ilkeston - 37 hours per week

Information pack

Thanks for your interest in working at Citizens Advice Derbyshire Districts. This information pack should give you everything you need to know to apply for this role and what it means to work at Citizens Advice.

In this pack you'll find:

- Our values
- 3 things you should know about us
- Overview of Citizens Advice and Citizens Advice Derbyshire Districts
- The role profile and personal specification
- Terms and conditions
- What we give our staff
- Guidance notes for completing the application

Want to chat about this role?

If you want to chat about the role further, you can contact hr@ddcab.org.uk to setup a phone call with the service manager

Completed applications to be sent to hr@ddcab.org.uk

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Our values

We're inventive. We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren't working.

We're generous. We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

We're responsible. We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.

3 things you should know about us

1. We're local and we're national. We have 6 national offices and offer direct support to people in around 300 independent local Citizens Advice services across England and Wales.

2. We're here for everyone. Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

3. We're listened to - and we make a difference. Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.

How Citizens Advice Derbyshire Districts works

Derbyshire Districts operates across four Local Authority areas in Derbyshire (Amber Valley, Derbyshire Dales, Erewash and High Peak). We are a large and progressive organisation with seven offices spread throughout the districts. Our main office locations are Buxton, Ilkeston and Matlock. We are an independently funded charity receiving a number of different grants and contracts to fund our work.

Derbyshire Districts currently has a staff population of approximately 70 individuals and volunteer team of 150. The organisation is managed by the Chief Officer with a team of two senior operations managers, a finance manager and a team of service managers.

Derbyshire Districts is a large organisation in Derbyshire with an average income of approximately £2.5 million.

Overview of Citizens Advice

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members.

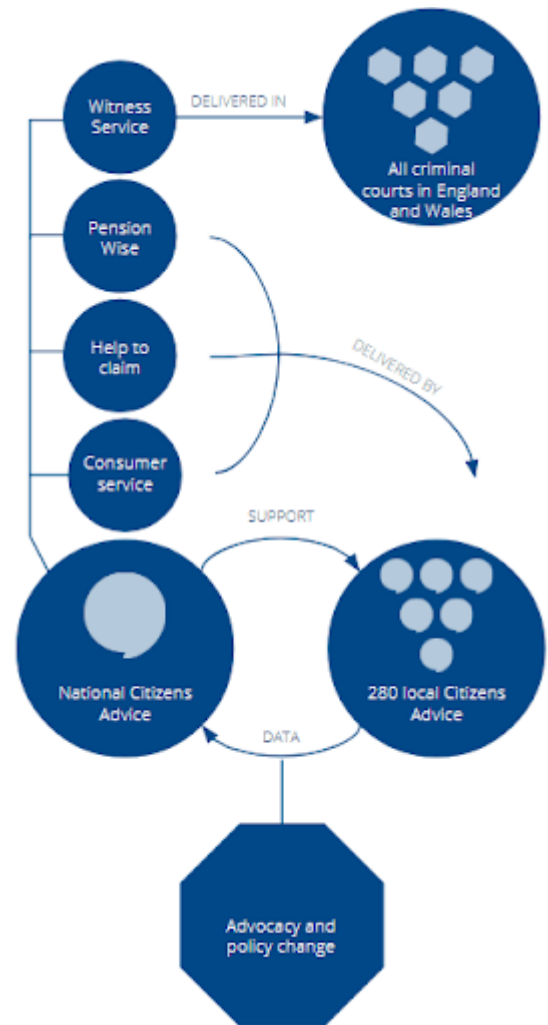
This role sits our network of independent charities, delivering services from

- over 600 local Citizens Advice outlets
- over 1,800 community centres, GPs' surgeries and prisons

They do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30-minute drive of where they live.





The role: Outreach Adviser

Reports to: Advice Service Manager

Role Purpose: To work independently to provide generalist advice sessions in remote outreach locations and offices, liaise with generalist advice provision and the telephone service, taking responsibility for managing own levels of casework.

Main responsibilities and tasks:

- Provide advice and casework covering the full range of advice topics in outreach locations, offices and via telephone
- Act for the client where necessary by calculating, negotiating with third parties, drafting or writing letters and telephoning on their behalf
- Ensure income maximisation through the take-up of appropriate welfare benefits and other options such as energy advice, grants, and trusts
- Prepare and present cases to the appropriate statutory bodies, tribunals and courts as appropriate
- Maintain accurate and detailed case records conforming to the quality standards for the purpose of continuity of casework, information retrieval, statistical monitoring and report preparation
- Assist with research and campaigns work by providing information about clients' circumstances and detailed case studies where appropriate
- Provide statistical information on the number of clients and nature of cases, and provide regular reports to organisation management
- Maintain professional and good working relationships with all staff at outreach locations where the post is based
- Ensure information about the Citizens Advice service is always displayed prominently at the outreach location and take responsibility for local publicity and promotion to ensure that potential users are kept aware of the service
- Assist with initiatives for the improvement of services

Professional development:

- Work with the Technical Supervisor and Line Manager to identify and implement plans for own individual training and development needs
- Keep up to date with policies and procedures, changes to the benefit system, case law, legislation, through relevant reading and training
- Attend regular team meetings with agreement of the line manager

Other duties and responsibilities:

- Uphold the aims and principles of the Citizens Advice service and its equal opportunities policies
- Promote the work and use of Citizens Advice and ensure services are promoted locally through the provision of data, attendance at local events/ meetings and representing the organisation externally as necessary
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues

- To support and monitor the wellbeing of staff within the organisation and to contribute to maintaining a healthy balanced workforce
- Carry out other tasks which may be within the scope of the post to ensure the effective delivery and development of the service

This job description is not exhaustive or exclusive. It is intended as an outline of the areas of activity and will be amended in light of the changing needs of the organisation.



Person specification

Essential

1. Ability to use sensitive listening and questioning skills to get to the root of the issues and empower clients, whilst maintaining structure and control of meetings with them
2. Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively
3. Good IT knowledge with an ability to do independent research to support clients with issues and to make accurate case records of advice interventions
4. Ability to prioritise your own workload and casework to meet targets, KPIs and deadlines in a
5. pressurised environment
6. Ability and willingness to work as part of a team
7. A commitment to continuous professional development, including a willingness to develop knowledge and skills in advice topics
8. Ability to commit to and work with the aims, principles and policies of the Citizens Advice service including an understanding of equality, diversity and inclusivity and its application to the provision of advice
9. Ability to travel to remote outreach locations

Desirable

10. Up to date in depth knowledge of the benefits systems
11. Ability to carry out accurate benefit check calculations
12. Basic knowledge of multiple enquiry areas such as housing and debt to aid with identifying emergencies and making referrals where appropriate



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Sick pay: 3 months full pay and 3 months half pay (dependent on length of service).

Other benefits: employee assistance programme, including perks

In accordance with Citizens Advice policy the successful candidate will require a DBS check. However, a criminal record will not necessarily be a bar to your being able to take up the job.



What we give our staff

We value the people who work here - and we show that in what we offer. As well as things like annual leave and our workplace pension, working at Citizens Advice means getting access to many benefits.

- **A commitment to your development.** We have a coordinated staff training and development strategy. This means that training will be provided both for your current job and for your development.
- **Employee assistance programme.** Everyone working at Citizens Advice has immediate access to professional and completely confidential counselling and legal advisory services.
- **Support when things in your life change.** We'll be there for you with options for flexible working, career breaks, and support for parents and carers.



Guidance notes for applicants

Application form

The form should be completed in black ink, black ballpoint pen or typed. Return the form by post or email. If you return the form by email, there is no requirement to send a hard copy in the post. CVs will not be accepted as a substitute for the application form, unless specifically stated in the advert.

Disability

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to consider when we are considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that we do not hold a sponsor licence and therefore cannot issue certificates of sponsorship under the points-based system.

Information, experience, knowledge, skills and abilities

The person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the person specification.

The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.

If you are shortlisted for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.

References

All job offers are subject to the receipt of two satisfactory references. One should be from your current or most recent employer or line manager or your course tutor if you have just left full-time education. The other should be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the role. References will only be taken up for successful candidates following interview.

Criminal convictions

Anyone who applies to work within Citizens Advice Derbyshire Districts will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for us – much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place. All other convictions will be considered on an individual basis. Please get in touch to see our policy on criminal background checks.