

# Job Opportunity:

## Generalist Adviser (Trainee positions available)

citizens  
advice

Derbyshire  
Districts

**Hours: 30-37 hours per week** (depending on applicant)

**Contract: Permanent**

**Salary: £26,366 to £28,825 per annum, pro rata** (depending on experience)

**Location: Ilkeston** (With travel to outreach locations and other community venues across Erewash and Amber Valley)

### About the role:

We have an exciting opportunity for a **Generalist Adviser** to join our existing advice services team who deliver advice to the public on a wide range of issues. The post will involve providing both **face to face** and **telephone advice**, based at our **Ilkeston** office, with travel to outreach locations and other community venues across **Erewash** and **Amber Valley**. The role will require you to provide advice on our main enquiry areas including checking **welfare benefit eligibility**, assisting clients to make **benefit claims**, challenging decisions and providing **energy advice**. There is flexibility in this role which allows for some remote/home working where appropriate.

We welcome applications from experienced advisers, as well as those looking to train in this vital area of work. **Full training and support will be provided** for the right trainee candidate.

We welcome and encourage applications from people of all backgrounds. We are proud to be a **Disability Confident Employer** and hold the **Derbyshire LGBT+ Rainbow Accreditation**.

### Who we are looking for:

The ideal candidates will have:

- Excellent **communication skills** – both written and verbal (essential)
- A **non-judgemental, empathetic approach** to people (essential)
- Strong **IT and digital skills**, with the ability to learn new systems quickly (essential)
- A commitment to working to **performance targets** and **KPIs** (essential)
- A solid understanding of the **current welfare benefits system** (preferred)

### What we offer:

We're proud to offer a comprehensive benefits package that supports your wellbeing, work-life balance, and professional growth:

- **Generous annual leave:** 35 days per year (pro rata), including all bank holidays and Christmas
- **Buy/sell leave scheme:** Flexibility to buy or sell up to one week of leave each year (pro rata)
- **Employee Assistance Programme:** Includes wellbeing support, free counselling, and lifestyle perks
- **Contractual sick pay:** depended on length of service
- **Long service rewards:** Extra leave and gift cards after five years of service and beyond
- **Workplace pension:** Auto-enrolment into our pension scheme
- **Hybrid working:** the option to work from home, if it works for you and for us

**To view and download the recruitment pack and to apply for the role visit:**  
[www.citizensadviceDerbyshireDistricts.org.uk/staff/](http://www.citizensadviceDerbyshireDistricts.org.uk/staff/)

**Closing date:** 9am Friday 30th January 2026

**Interviews:** Week commencing 2nd February 2026



**Derbyshire  
Districts**

# Job Description

## Advice Service Supervisor

**Team:** Advice Service Supervisors

**Reports to:** Advice Service Manager

**Responsible for:** Designated Volunteers

### **Purpose of the Role.**

To lead and supervise teams of advisers delivering face-to-face and telephone-based advice. The role includes managing the operational aspects of multiple advice sessions, ensuring adequate staffing, maintaining high-quality advice standards, and contributing to service development and stakeholder engagement.

### **Main Duties and Responsibilities**

#### **Operational Supervision**

- Oversee and manage the practicalities of live advice sessions (in-person, telephone and Adviceline), ensuring smooth operation and acting as the lead contact in emergencies.
- Manage designated advice session rotas, cover, and allocation of advisers based on service demand.
- Work with the Training and Development Team and Advice Service Managers to ensure volunteers and staff are recruited, trained, coached and supported through the induction and training processes
- Provide supervision and technical support to advisers and assessors, ensuring they meet quality standards.
- Monitor client flow to ensure fair, equitable and efficient access to services.
- Offer support and guidance during sessions, empowering advisers to undertake independent research and problem-solving.
- Responsibility for timely responses to referrals, task lists, team's messages and email contacts
- Use IT for statistical recording, record keeping and document production
- Work with the Advice Service Manager to ensure all service/project KPIS are met, staff are motivated and to develop and maintain standards of service delivery
- Develop and maintain effective working relationships with volunteers and staff through the provision of regular support and good communications
- Ensure that the appropriate "next step" has been identified and that the necessary follow up work has been completed and/or an appointment made for the client
- Liaise with other supervisors to ensure smooth running of services, consistency of service delivery and adequate staffing at all times
- Provide cover as/when requested for other supervisors and/or advisers within the wider service, with agreement from your line manager
- Ensure all relevant policies and procedures are followed during the advice session
- Ensure the development of social policy and instigate systems and procedures for identifying social policy issues and taking appropriate action
- Attend and/or lead staff and volunteer meetings
- Attend and contribute to the QAA monthly meetings
- Undertake a minimum of 1 QAA audit review per month

- Ensure volunteers and staff are kept informed about organisation and or service wide developments or changes
- Undertake annual reviews with volunteers and ensure that training needs are identified, and appropriate plans are put in place in conjunction with the Training and Development Team
- Keep up to date with policies, procedures and legislation relevant to the organisation and areas specific to the posts responsibilities
- Any other reasonable tasks delegated to the supervisor by an Advice Service Manager

### **Quality and Compliance**

- Maintain high standards in case recording and document production in line with Citizens Advice policies, procedures and QAA standards.
- Ensure advice is holistic and clients are referred or signposted where appropriate.
- Review live advice delivery and case records to monitor quality and provide constructive feedback to advisers and assessors.
- Ensure adherence to organisational procedures, quality frameworks, and confidentiality standards.
- Participate in quality of advice audit processes and implement improvements as required.

### **Other Duties and Responsibilities**

#### **Training and Development**

- Keep up to date with your own training and development needs.
- Keep up to date with relevant legislation, guidance, policies, and procedures.

#### **General Responsibilities**

- Carry out other tasks that may be reasonably required to ensure the effective delivery and development of the service.
- Uphold the aims and principles of the Citizens Advice service, including its commitment to equity, diversity and inclusion.
- Support staff wellbeing and help to maintain a balanced and healthy working environment.
- Comply with all health and safety guidelines and take shared responsibility for personal and team safety.
- Identify and address personal learning needs in line with professional development goals.
- Work within all organisational policies and procedures.

#### **Teamwork and Relationships**

- Maintain positive and professional working relationships with all colleagues.
- Participate in team meetings, training sessions, and service reviews as required.
- Attend away days, development days and events

Please note: This job description is not exhaustive or exclusive. It is intended as an outline of the key areas of activity and may be amended in line with the evolving needs of the organisation

# Person Specification

## Advice Service Supervisor

**Team:** Advice Service Supervisors

**Reports to:** Advice Service Manager

**Responsible for:** Designated Volunteers

### Essential

- Understanding of and commitment to the aims, principles, and values of the Citizens Advice service, including equity, diversity and inclusivity.
- Recent experience of quality advice work and/or relevant qualifications.
- A good knowledge and understanding of the benefits system, including Universal Credit and the ability to conduct accurate benefit checks and calculations.
- Ability to keep professional knowledge up to date and apply new learning.
- Understanding of the importance of support, supervision, and motivation for both paid staff and volunteers.
- Experience or understanding of interviewing clients and delivering client-focused services.
- Ability to remain calm under pressure and support others in managing urgent or emergency situations.
- Excellent communication skills, both verbal and written, with clients, colleagues, and external partners.
- Excellent IT skills and confidence in using multiple platforms.
- High level of numeracy and literacy.
- Ability to manage and prioritise workload—both your own and that of others—effectively under pressure.
- Constructive and sensitive approach to giving and receiving feedback, including the ability to challenge appropriately.
- Skilled in monitoring, maintaining, and using data recording systems, and producing reports.
- A commitment to empowering clients and delivering services with empathy, professionalism, and respect.
- Proven ability to use initiative while working collaboratively within a team.

### Desirable

- Recent experience of working as a supervisor within the charity/advice sector
- Experience of working with and supporting volunteers.
- Sound knowledge of social issues and how they impact clients and service delivery.

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