



Bromley

Specialist Social Welfare Adviser

- Salary:** £34,000 - £35,000 per annum
- Term:** Permanent
- Hours:** Full time (35 hours per week). Applications for flexible and/or reduced working hours can be considered
- Reporting to:** Head of Advice Service

BACKGROUND

Citizens Advice Bromley, part of the national Citizens Advice network, is a thriving local advice organisation that provides information, advice and casework support to over 15,000 local people per year. We are participating in a GLA funded project with the London Citizens Advice network to deliver crisis prevention support.

You will have:

- Comprehensive knowledge of welfare benefits and debt enquiry areas
- Experience of completing detailed forms, Mandatory Reconsideration, Appeals and submissions in all areas of welfare benefits
- Ability to manage a caseload and assess the merits in clients cases as well as identifying and pursue solutions

Benefits:

- The opportunity to work for an independent charity specialising in confidential information and advice to assist people with legal, debt, consumer, housing and other problems
- Competitive salary
- Employee Assistance Programme
- Generous annual leave (pro rata for part time staff)
- A challenging and varied role
- A supportive team

For an information pack and application form visit our website

<https://www.bromleycab.org.uk/paid-roles/>

Closing Date: 5pm on Friday 15 November 2024

Interviews: Thursday 28 November 2024