



# Digital Money Coach

**Hours:** 7.5hrs per week (1 day)

**Location:** Throughout Arun and Chichester and home/office-based

**Contract type:** 1 year fixed term

**Salary:** Competitive Salary offered

**Closing date:** Monday 20<sup>th</sup> June 2022 or when sufficient applications are received

**Interview date:** TBC

**Job description:** Arun & Chichester Citizens Advice are pleased to have received funding to support digitally excluded people to get online, to help them become more connected and generally enhance their wellbeing.

You'll be using an online platform to create a tailored learning plan for your client, working through activities with them in person or remotely, depending on the client's need. You'll also help source an appropriate device to those who need one and source funding for internet costs for those on lower incomes. You'll include elements of money-saving and spotting scams to empower clients to confidently use the internet safely.

You must be willing to travel and work flexibly and have strong IT skills that allow you to work around or overcome most general IT issues in a calm way. You'll be working independently so it's important that you can plan your workload to meet the project KPIs.

**Essential:**

- Able to work unsupervised
- Good IT skills
- Able to plan and deliver coaching sessions
- Patient but quick-thinking when problems arise

An advice background is not essential but preferential.

For general enquiries about the role, please email Charlie Young, Projects Manager, on [c.young@arunchichestercab.org.uk](mailto:c.young@arunchichestercab.org.uk) or visit <https://arunchichestercab.org.uk/news/paid-vacancies/> to download an application pack.