



Trainer

Hours: 37 hours per week.

Contract type: Fixed until March 31st 2023, with the potential to continue (funding dependent) Job share will be considered, please make it clear in your application the hours you are looking for.

Location: Main centre Bognor Regis, with some travelling to Littlehampton and Chichester and some home working

Salary: Competitive Rate available on request

Closing date: Monday 15th August 2022 - 9am

Interview date: Thursday/Friday 18th/19th August 2022

Job description: We are looking for an experienced trainer who can deliver a combination of face to face and remote training, support our recruitment programme and train to become an advice supervisor.

This role is to help us manage and increase our training offer, it will include delivering to groups as intensive training and supporting new trainees through their independent training. The successful candidate will work alongside two other trainers, who are supporting our existing volunteers. As we increase our volunteer force to work both remotely and in offices, the role will support new trainees to meet the advice standards and move onto client work independently. As part of the role you will be required to cover our advice supervisors for annual leave and sickness, so you will need to complete the intense training to gain the qualification.

Requirements:

Able to work unsupervised

Excellent interpersonal skills

Good communication skills

Ability to work under pressure

Commitment to the aims and principles of Citizens Advice

Commitment to the provision of our quality of advice

Training experience is essential

Good IT skills, with the ability to learn new programmes quickly

Citizen Advice certificate preferable but NOT essential

For further details and an application pack please email Danni Colclough at d.colclough@arunchichestercab.org.uk