



Foodbank Adviser

Hours: 22.5 hours per week (to include Tuesdays and Fridays 10.30am-2.30pm)

Location: Bognor Regis Foodbank, Bognor Regis office and home working

Contract type: 2-year fixed term with possible extension

Salary: Competitive salary offered

Closing date: Wednesday 10th August 2022 at 9am

Interview date: W/C 15th August 2022

Job description: Arun & Chichester Citizens Advice are working with Bognor Foodbank to deliver an advice service to people accessing emergency food provisions.

This new post will focus on income maximisation, including benefit checks, budgeting and debt management but will also include topics such as housing and employment, as well as assisting with benefit appeals and accessing grants. The service aims to reduce reliance on emergency support and seeks to improve longer-term financial capability skills.

You will be a highly motivated strong team player with excellent interpersonal and organisational skills. You will have the ability to understand written and oral information of some complexity; have good numeracy skills sufficient to compile accurate financial statements and calculate benefits; and, have effective oral and written communication skills for the purposes of negotiation and reporting.

The service must be delivered during the Foodbank opening times but all other hours are flexible. Subsequent client contact may be at the local Citizens Advice office or undertaken remotely. Home working is possible for casework.

Essential:

- Commitment to training
- Able to prioritise and work to deadline
- Effective communicator
- Good numeracy skills
- Confident IT user
- Able to work as a team and independently
- Able to work in a non-judgemental way

Experience of giving budgeting/debt advice is preferred but not essential.

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