

## Advice Session Supervisor / Adviser Full Time / Job share

Citizens Advice Sutton (CAS) is recruiting an Advice Session Supervisor / Adviser. The successful candidate(s) will support and supervise volunteers providing high quality advice on issues including welfare benefits, employment and housing and directly provide advice to clients.

CAS is a successful Local Citizens Advice. Our services are available from 9.00 am to 5.00 pm, Monday to Friday. We take over 16,000 'initial contacts' a year through our telephone contact centre, information centre and online services. We support over 7500 individual clients each year. We hold the Advice Quality Standard in four advice areas and are a London Legal Support Trust Centre of Excellence.

<b>Salary:</b>	Up to £30,636 Subject to experience (plus 5% Employer Pension Contribution)
<b>Hours:</b>	36 hours per week / Job share
<b>Location:</b>	Carshalton & Wallington branch, Sutton branch of Citizens Advice Sutton or other locations in the borough.
<b>Application pack:</b>	<a href="http://www.citizensadvice Sutton.org.uk/jobs">www.citizensadvice Sutton.org.uk/jobs</a>
<b>Apply before:</b>	12 noon on Monday 20th July
<b>Interview:</b>	Friday 24th July

Citizens Advice Sutton welcomes applications from everyone with the appropriate attitudes, experience and skills.

We are a London Living Wage employer.

We are a disability confident employer.