



Advice Service Manager

Hours: 37.5 per week

Location: Gosport

Salary: £22,000 to £25,000 Depending on experience
+ Pension Scheme + Employee Assistance Programme

Citizens Advice Gosport currently has a vacancy for a competent and experienced Advice Service Manager who will have primary responsibility for the delivery and development of general advice services and act as Deputy to the Chief Officer. This is a busy role requiring good time management and people skills.

You will be responsible for a friendly and happy team of paid staff and volunteers and also be part of the wider management team responsible for the delivery of advice services. You will also be responsible for recruitment, training and volunteer development.

You must have recent experience of managing teams and delivering advice work at a supervisory level, as well as the experience of collaborative working with other partners. You will have experience in recruitment, training and volunteer development and be a good team player.

This is a busy and varied role which will involve directly supervising advice provision by multi access channels and will require the ability to be flexible and adaptable to ensure the service runs smoothly, staff morale is maintained and trainees are able to develop fully.

The successful applicant will report to the Chief Officer and will need to remain flexible in their working patterns to meet client, project and training demands.

If you have experience of supervising, developing and motivating volunteers; a keen eye for detail and love working in a dynamic, friendly and happy working environment, then this is the role for you.

For application form and job description please contact:

Valerie Kelly

Email: co@gosport.cabnet.org.uk

Telephone no. 02392604605

Address: Martin Snape House, 96 Pavilion Way, Gosport, Hampshire. PO12 1GE

Please return all completed applications to:

Ame Rutter

Email: admin@gosportcab.cabnet.org.uk or by post at the above address

Closing date: Friday 10th August 2018

Closing time: 15:00 Hours (3 pm)

Interview date: 17th August 2018