



Adviser Role Definition

You could do this role if you are available to volunteer for at least 6 hours a week for at least 12 months.

Purpose of the role

- To help provide an effective and efficient advice service to members of the public.
- To help influence government and other organisations by informing them of the effect of their actions on the lives of clients.

Main duties and responsibilities may include:

- Interviewing clients in a face-to-face setting, on the telephone and by email, letting the client explain their enquiry and helping the client to set priorities.
- Finding, interpreting and communicating the relevant information and exploring options and implications in order that the client can come to a decision.
- Acting, where necessary, on behalf of the client, negotiating, drafting or writing letters or making appropriate referrals.
- Completing clear and accurate case records.
- Recognising the root causes of problems and participating in taking appropriate action.
- Keeping up to date on important issues by attending the appropriate training and by essential reading.
- Attending bureau meetings.

Personal skills and qualities that an adviser needs:

- A commitment to the aims and principles of the CAB service.
- Excellent communication skills.
- Being open and approachable.
- Ability to communicate clearly both orally and in writing.
- Ability to sift through information and extract what is relevant.
- Basic mathematical skills, including percentages.
- Respect for views, values and cultures that are different to their own.
- An understanding of why confidentiality is important.

- Ability to use IT equipment and software such as Word.
- A positive attitude to self-development and assessment.
- Ability to work as part of a team.
- Ability to recognise their own limits and boundaries in the role.

Full training can be provided.