



Debt Lead

Start Date:

Salary: £24,520.00-£26,520.00 (FTE) (DOE)

Hours: 22.5 hours per week

Citizens Advice Gosport is looking to appoint a Debt Co-Ordinator to work from our offices in Gosport town centre. This is a part time role for 22.5 hours per week.

Full details of the role are in the Job Pack however ideally you should have:

- at least one year full-time or part-time equivalent of recent and on-going experience of debt advice/ casework at generalist level.
- the ability to meet deadlines and manage your workload in a pressured environment;
- the capacity to work unsupervised or with minimal supervision
- good communication and IT skills to deal efficiently with telephone queries, online information and case recording on a CRM
- the willingness to carry out any other reasonable duties as and when required to meet service needs
- a flexible approach and be a strong team player.

Training can be given for the right applicant.

For more details about the role, email admin@gosportcab.org.uk to request a copy of the Job Pack which includes the Job Description, Person Specification, and Guidance for Applicants.

Closing date for Applications: **12 Noon on 25th November**

Interviews to be held on: **W/C Monday 2nd December TBC**

How to apply: Please make sure you have read the Guidance for Applicants before completing the Application Form. Please send your completed application form to admin@gosportcab.org.uk

Applications received after the deadline will not be considered. Applications may close earlier if a suitable candidate is found so, please apply early.

PLEASE NOTE: We can only respond to successful applicants. If you do not hear from us within two weeks from the closing date of applications, please assume that your application has been unsuccessful.

We offer a range of employee benefits, including generous annual leave, pension contribution, training and opportunities to continue your professional development.

We consider applications from all applicants who meet the person specification irrespective of sex, gender reassignment, marriage or civil partnership status, pregnancy and maternity, sexual orientation, race, religion or belief, age, or disability.