

Exciting Job Opportunities

Money/Debt Advice & Guidance Workers Vacancy

1 vacancy for 37.50 hours

Narthex is a charity established by St Johns Church Sparkhill to support individuals and families impacted by destitution and crisis. Expressed in a desire to support all who come to us regardless of community or faith identity.

Narthex is seeking to employ 1 person with enthusiasm and drive to join our team as Money/Debt Advice & Guidance Workers, with some experience in **DRO's**. You need to be passionate about making a difference to people in need. If the following describes you then you may be just the person we are seeking:

An organised, creative and self-motivated person with the following attributes;

- A passion to see the lives of individuals and families who have been impacted by crisis, destitution, unemployment and poverty transformed.
- Qualified in money advice, min level 3, preferably for experience in DRO's
- Experience in using the benefits calculator
- Capable of overseeing a small team of advisors
- Experience of working with people from multi-ethnic/faith communities
- Experience of developing good practice and promoting services
- Having organisational skills and computer literate in MS Office
- Having good written and oral communication skills
- Flexibility
- A background in advice, benefits.

Salary Range: £21,500 to £22,900 dependant on experience pa plus pension
(37.5 hours + ½ hour unpaid lunch over 5 days a week)

Closing Date: 5pm April 23rd 2019 **Interviews:** Tuesday 30th April 2019

For an application pack contact: Nigel Brookhouse. Email: nigelb@narthex.org.uk