



Reading

Job Title : **Advice Session Supervisor**
Location : **Minster Street, Reading/remote working**
Job Type : **Fixed Term – 12 months**
Hours : **35 hours (job share seriously considered)**
Salary : **£26,000 depending on experience**
Start Date : **ASAP**

We are looking for an Advice Session Supervisor to join our team of dedicated volunteers and staff. We are currently going through a period of change, which whilst challenging is also providing us with huge opportunities to develop what the service looks like in the future.

Our service is operating 5 days a week for casework, generalist advice, project funded advice and advice line (phone advice). You would be supporting all of these areas, in conjunction with the volunteer supervisors and the session team leaders.

We are looking for someone with experience of supervising volunteers, ideally within Citizens Advice but if you have experience delivering advice or supervising advisers we would happily train and develop the right person. You will be an effective communicator who is confident with IT and you will be able to research, interpret and analyse complex information. You will be comfortable working both collaboratively and independently.

We are keen to support flexible working for the right candidate.

We offer a 5% employer pension contribution and all employees receive a Lifeworks subscription.

If you are interested in this role please get in touch – we will be pleased to answer any questions that you may have about us and the role.

Closing Date: 09:00 Friday 3 December 2021

For an application pack please email recruitment@citizensadvicereading.org

Citizens Advice Reading recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.