St Pauls
Advice Centre

APPLICATION PACK
JOB DESCRIPTION

PLEASE READ PAGE 1 OF THE GUIDANCE NOTES FOR MORE INFORMATION ABOUT THIS DOCUMENT

Job Title:	Debt & Energy Outreach Trainee (Full Time – 0.8 FTE considered)
Reporting to:	Advice Supervisor
Location:	St Pauls Advice Centre Bristol
Main Purpose:	To assist in the delivery of St Pauls Advice Centre's free, independent specialist Debt advice, advocacy and representation services, and specifically, to Increase advice provision through community-based outreach activities and to provide energy awareness advice.
Responsibilities: Advice and casework	• To achieve IMA accreditation in debt advice and casework. • To achieve Level 3 City and Guilds in Energy Awareness. • Provide specialist Debt advice and information to St Pauls Advice Centre clients in accordance with St Pauls Advice Centre policy, procedure and relevant quality standards. • Provide specialist Energy Awareness advice. • Provide support and assistance to individuals in order to secure their rights through advocacy and casework methods. • To carry and manage a specialist advisor caseload, keeping adequate case records using Advice pro. • To provide outreach to Community organisations in inner city and east Bristol. • Ensure all advice and casework complies with the requirements of the Advice Quality Standard and St Pauls Advice Centre's Office Manual. • Keep accurate statistical/monitoring records. • Identify and act upon social policy issues including recording appropriate case studies. • Keep up-to-date with relevant legislation, policies and practices. • Assist in ensuring the delivery of St Pauls Advice Centre advice services to funding or contract targets and providing cover for advice sessions where needed.

Other responsibilities	• Engage with other Bristol based Advice trainees and attend (as much as possible) their joint sessions. • Complete the wider training programme. • Engage in line management, supervision and annual performance appraisal with the Advice Supervisor. • Work as a member of a team, give and receive support, and work considerately and co-operatively with other team members. • Comply with the Centre's Equal Opportunities policy and work in an anti-discriminatory/non-judgemental manner. • Attend and where appropriate represent St Pauls Advice Centre at internal and external meetings and events. • Undertake relevant statutory and personal development training. • Carry out all such other duties appropriate to the post as required.
Salary, Working hours & Benefits:	• Starting salary: £29,542, NJC Pt12 (or £23,633.60 if 0.8 FTE) • Working hours: 35 hours per week (or 28 if 0.8 FTE) • Fixed term contract to 31st March 2028 • Annual Leave: 30 days full time equivalent (pro rata) • Extra 3 days annual leave between Xmas & New Year • Pension Scheme: 5% employers contribution • Employee Assistance Programme