

**Welfare Benefits Adviser/Caseworker**

Fixed term from 1 September 2020- 1st September 2021

**Salary:** £21,850.67 to £25,079.85 pa (dependent on experience)

**Hours per week:** 36 Monday to Friday

**Location:** Watford Advice Centre, St Mary’s Church Yard, High Street, Watford WD17 2BE.

We are seeking an experienced Welfare Benefit Adviser to join our team (minimum 1 years’ experience within a CAB). You will need:

* Recent and on-going experience of the advice process
* Confidence in the use of IT office systems
* Be a good team member
* Have excellent communication skills
* A flexible approach and willingness to assist in the delivery of the overall performance of the Bureau
* To be committed to the aims and principles of the CAB service

Watford CAB is an equal opportunities employer

For more information and an application pack please contact Catherine Markowski, Advice Service Manager on 01923 209 882 or email asm@watfordcab.cabnet.org.uk

**Closing Date:** 10:30am on 25th August 2020

**Interview Date:** TBC