

**Watford here**

Trainee Advice Session Supervisor

**Temporary (one year fixed term)**

**Salary:** £25,079.85 - £27,277.70 pa pro rata (dependent on experience)

**Hours per week:** 14-21

**Location:** Watford Advice Centre, St Mary’s Church Yard, High Street,

Watford WD17 2BE

Due to an increasing demand on our service, an exciting opportunity has arisen to work at the heart of our service.

You will be working in our office, supporting our team of volunteer & paid advisers to deliver high quality advice to the people of Watford.

The successful candidate will have:

• Recent and on-going experience of advice work.

• The ability to supervise, support and train volunteers.

• Good IT skills.

• The ability to work as part of a team.

• Good interpersonal skills to offer support to advisers.

• An understanding and commitment to the aims, principles and policies of the service.

For more information, an application pack or an informal chat, please contact

Catherine Markowski, Advice Service Manager on 01923 209 882 or email asm@watfordcab.cabnet.org.uk

**Closing Date:** 12 noon on Monday 17th November 2020

**Interview Dates:** TBC