

Work Out Your Money Project Lead, Citizens Advice Havant

This is a unique opportunity to join us as our new Project Lead to continue our development path into the next phase of the project which runs to early 2022

Our bespoke locally designed money skills project www.workoutyourmoney.com was set up in 2014, with funding from the National Lottery. Citizens Advice Havant faces a growing demand for advice services; our community suffers with areas of high social deprivation and significant numbers of families and individuals are disadvantaged and need support on complex and/or multiple issues

Our award winning Work Out Your Money project is designed to:

- Provide both proactive and preventative support
- Focus on local community needs
- Offer help with personal finances and household budgeting
- Provide outward facing money skills mentors, based at local/community venues, in conjunction with partners
- Support new Universal Credit claimants with managing their finances
- Provide dedicated casework support for clients with underlying issues

Contract terms: 25 to 37 hours per week, part time/term time/full time/job share
Salary £21,000 to £24,000 FTE, fixed contract with potential extension
Flexibility offered for the right applicant
Funded by the National Lottery Community Fund

Application packs can be obtained via our website www.citizensadvicehavant.org or via email to recruit@cahavant.org.uk or by phone 02392 483516

Completed application forms to be returned via email to recruit@cahavant.org.uk or by post to the HR Manager, CAH, Leigh Park Community Centre, Dunsbury Way, Havant PO9 5BG.

Deadline for receipt of applications is 22 February 2019. Interviews to be held on 28 February 2019



Work Out Your Money Project Lead, Citizens Advice Havant

Job Description and Person Specification

Role	Project Lead, Work Out Your Money
Employer	Citizens Advice Havant
Status	Fixed term contract to January 2022, potential for extension Funded by the National Lottery Community Fund
Salary Scale	£21,000 to £24,000 FTE, depending on experience
Hours	Flexible, but a minimum of 25 hours per week
Location	Based at Havant, Hampshire

Purpose of role

To lead a mentoring team to support those in our community who have difficulty managing their money; to embed good money skills into their lives to improve their wellbeing and life chances and to reduce their need for external support

To build and empower a small group of volunteers to deliver money skills mentoring to effectively meet rising local demand

To develop the project, building on existing and recognised best practice working motivationally to ensure improved money skills for a wide range of the local community



Main duties and responsibilities

- Money skills mentoring in a supportive and empowering way with clients to improve understanding of their finances and options available to improve it, potentially including support to take action to maximise their income and or reduce expenditure
- Design and plan money skills activities, delivering effective learning, including adapting training materials from Citizens Advice and others. Collate and review feedback and outcomes along with the quality of the service
- Support and develop a small team of volunteer mentors and work with CAH advice and casework teams
- Liaison with community partners, building relationships to enable their community groups to access our money skills mentoring, setting up and developing outreach locations
- Liaison with the Job Centre and DWP staff, Local Authorities and Housing Associations regarding Universal Credit claimants gaining money skills mentoring
- Project co-ordination and development, building on recognised best practice, working motivationally, to ensure improved money skills for a wide range of the local community
- Research and campaigning work in line with the aims of the Citizens Advice service
- Marketing and PR promotional work, including press, broadcasting and social media
- Develop relationships with potential funders and other partner agencies, assistance with the identifying, compilation and submission of funding bids
- Maintain client records for the purpose of information retrieval and statistical monitoring in line with organisational policies
- Monitor progress against the project plan on an ongoing basis and provide regularly reports on project monitoring and data evaluation
- Produce written and verbal reports on the work of the project, including KPIs, plus project evaluation for the National Lottery and other funders
- Uphold the aims and principles of the Citizens Advice service and its equal opportunities policies
- Establish and maintain effective and efficient administration systems for the delivery of the project including IT for statistical recording, record keeping and document production



LOTTERY FUNDED

This post is funded by the National Lottery Community Fund

Person Specification

1. Advice experience

- Commitment to the aims, principles and policies of the Citizens Advice service
- Experience of advice work
- Sound knowledge of and importantly an interest around the importance of personal/household budgets and an enthusiasm for improving money skills
- Understanding of impact of current and impending welfare reforms
- Ability to think laterally on behalf of clients; to ensure that advice given reaches beyond the presenting problem when necessary

2. Ways of working

- Ability to plan, prioritise and organise own work
- Ability to work without immediate supervision, but recognise when to ask for support
- Experience of working as integral part of a team
- Comfortable working within different group settings
- Exemplary attention to detail

3. Inter-personal skills

- Have excellent inter-personal skills; giving support without undermining confidence
- Ability to communicate effectively both verbally and in writing with clients, colleagues, project funders, external bodies etc
- Confidence to liaise with outside relevant organisations
- Willingness to contribute to training activities for the advice team and others within the CAH
- A commitment to CPD
- Good IT skills and the confidence to learn new IT skills quickly

A full driving licence and use of a car is required, with insurance cover for business use

The successful applicant will be subject to DBS checks



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