14 April 2017

Dear Applicant

**Location:** Based in the 2 main CAAN offices within Antrim & Newtownabbey (addresses above)

**Reference:** TA/APRIL17

**Background:**

Citizens Advice Antrim & Newtownabbey is a merger of Antrim District Citizens Advice and Newtownabbey Citizens Advice.

We campaign and provide advice on a range of issues including Welfare Benefits, Welfare Reform, Finance & Debt, Consumer, Education, Employment, Health, Housing, Immigration, Relationships, Tax and Utilities.

Our advice service is free, confidential, independent and impartial.

We value diversity, promote equality and challenge discrimination in all that we do.

We provide a service to local people regardless of their religion, political opinion, race, age, gender, sexual orientation and disability.

**Role:** Trainee Advisor

The duties for the role are clearly outlined in the attached Job Description and Person Specification. The successful applicant will be an employee of Citizens Advice Antrim & Newtownabbey and will be subject to terms and conditions of employment as set out by Citizens Advice Antrim & Newtownabbey upon commencement of employment.

**Application**

Please find enclosed; Application Form; Equal Opportunities Monitoring Form; Job Description & Person Specification

Please be advised this role is a regulated position and therefore the successful applicant will be subject to a confidential Access NI Check. Please also find enclosed, for your information, the Citizens Advice Policy on the Recruitment of Personnel with a Criminal Record, and the Policy Statement for AccessNI checks.

**The closing date for return of completed application forms is 28th April 2017 at 12 noon. Please note that it is anticipated that interviews with shortlisted**

**candidates will take place on week beginning 8th May 2017.**

Applications should be sent by email however postal applications will be accepted. A signed copy of application will be required before commencement of employment. Applications should be sent to: Lorraine.adamson@citizensadvice.co.uk or to Lorraine Adamson, Area Manager, Citizens Advice Antrim & Newtownabbey, Dunanney Centre, Rathmullan Drive, Newtownabbey, BT37 9DQ .

Thank you once again for your interest in this role.

Yours sincerely

Lorraine Adamson (Area Manager)