



2 May 2017

Dear Applicant

Role: Welfare Reform Adviser

Term: Fixed Term to 31 March 2018 (with possible extension) – Maternity Leave Cover

Location: Based in Craigavon with travel as below

Reference: WRSP/CRAIG/2017

Total Available Roles: 1 x 18.5hrs

Background Information

Thank you for your interest in this role. The Welfare Reform Support Project was announced on 26 September 2016 by the Department for Communities. with approximately £2.5 million funding from government, Citizens Advice (CA) and its partners will provide additional help and support for people affected by welfare reform changes, across all 11 council areas in Northern Ireland. The project will resource:

- 25 additional advisers across 29 local Citizens Advice offices employed by local CAs
- 12 additional advisers in other local advice offices employed by Advice NI
- 9 helpline advisers employed by Advice NI
- 3 specialist legal advisers employed by Law Centre (NI)
- Access to specialist services as appropriate

The Department will review the project after 18 months to ensure that it continues to meet requirements. This role is therefore for a fixed term period to 31 March 2018, with possibility of extension subject to funding.

Citizens Advice Northern Ireland is the lead partner in the Welfare Reform Advice Services Consortium, including Advice NI and Law Centre (NI), which is delivering this project on behalf of the Department for Communities.

The Departmental press release is online at: <https://www.communities-ni.gov.uk/news/further-ps25million-package-support-frontline-advice-organisations-help-claimants-through-welfare> devised to increase

Role

The successful applicant will play a key role in ensuring that the project objectives are achieved in accordance with the requirements of the Department for Communities. The successful applicant will be an employee of Citizens Advice Craigavon and will be subject to terms and conditions of employment as set out by Citizens Advice Craigavon. The role will include travel across Northern Ireland as required in line with Citizens Advice roles of similar responsibility.

Application

Please find enclosed

1. Application Form
2. Equal Opportunities Monitoring Form
3. 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:

- Citizens Advice Policy on the Recruitment of Personnel with a Criminal Record,
- Policy Statement for AccessNI checks.

The closing date for return of completed application forms is Wednesday 24 May at 2pm.

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 marked confidential and be sent to:

fearonj@citizensadvice.co.uk
or

Jennifer Fearon
Citizens Advice Craigavon
Portadown Health and Care Centre
Tavanagh Avenue
Portadown
BT62 3BU

Thank you once again for your interest in this role.

Yours sincerely

Jennifer Fearon
Manager
ENCS