

Citizens Advice Mid Ulster

CAMU, PO Box 81, Magherafelt, BT45 9AX
Tel. 028 8676 6126 email. CAmidulster@citizensadvice.co.uk



27 June 2017

Dear Applicant

Role: Generalist Adviser (Caseworker)

Term: Fixed Term to 31 March 2019 (with possible extension subject to funding)

Location: Mid Ulster (Cookstown and Magherafelt offices with occasional Dungannon office cover), with travel as below

Salary: £20,661 (37.5 hours per week)

Reference: CAMU 06/2017

Total Available Posts: 1

Background Information

Thank you for your interest in this role. The post is fixed term to 31 March 2019, with a possibility of extension, subject to funding. The role involves working between offices, mainly the Cookstown and Magherafelt offices, with occasional cover at the Dungannon office as and when required. Travel between office locations is mandatory and will not be reimbursable. Very occasional cover may also be required at outreach locations.

Role

The successful applicant will primarily play a key role in delivery of our generalist advice service, with casework required for clients on an ongoing basis. 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 Mid Ulster and will be subject to terms and conditions of employment as set out by Citizens Advice Mid Ulster upon commencement of employment.

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 4 July 2017 at 12.00pm.

Please note that it is anticipated that interviews with shortlisted candidates will take place on 6 July 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 marked confidential and be sent to:

camidulster@citizensadvice.co.uk

or by post after paying the correct postage to:

Stephen Catherwood
Manager
Citizens Advice Mid Ulster
PO BOX 81
Magherafelt
BT45 9AX

Thank you once again for your interest in this role.

Yours sincerely

Stephen Catherwood

Citizens Advice Mid Ulster Manager

ENCS