



46 Donegall Pass
Belfast BT7 1BS

citizensadvice.co.uk

15th August 2017

Dear Applicant

Role: Citizens Advice Specialist Debt Adviser (Telephone, Digital and Face to face)

Term: Fixed Term to March 2019 (may be extended subject to funding)

Location: Citizens Advice Regional Office with travel across Northern Ireland as required

Ref. MAS/SDA/0318

Thank you for your interest in the above role. Please find enclosed

1. Application Form
2. Equal Opportunities Monitoring Form
3. Job Description & Person Specification

Citizens Advice will consider applications for secondment under this exercise. Job Share applications will also be considered.

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 Access NI checks.

The closing date for return of completed application forms is Friday 8th September at Noon.

(Continued OVER)

Citizens Advice Northern Ireland is an operating name of the Northern Ireland Association of Citizens Advice Bureaux.

Chairperson: Dave Wall

Chief Executive: Pól Callaghan

NI Charity Registration Number NIC103461

Company Limited by Guarantee: Number NI 017574

Registered Office: 46 Donegall Pass Belfast BT7 1BS

Citizens Advice is Authorised and regulated by the Financial Conduct Authority: FRN:665287



46 Donegall Pass
Belfast BT7 1BS

citizensadvice.co.uk

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:

Gemma.Willis@citizensadvice.co.uk

or

Gemma Willis
Regional Office
Citizens Advice
46 Donegall Pass
Belfast BT7 1BS

Thank you once again for your interest in this role.

Yours sincerely

Pól Callaghan
Chief Executive

Encs

Citizens Advice Northern Ireland is an operating name of the Northern Ireland Association of Citizens Advice Bureaux.

Chairperson: Dave Wall

Chief Executive: Pól Callaghan

NI Charity Registration Number NIC103461

Company Limited by Guarantee: Number NI 017574

Registered Office: 46 Donegall Pass Belfast BT7 1BS

Citizens Advice is Authorised and regulated by the Financial Conduct Authority: FRN:665287