Dear Applicant

**Location: Hybrid Working (**CAAN offices/outreaches/Home)

**Reference: Adviser/Dec24**

**Role: Adviser**

**Community Advice Antrim & Newtownabbey is looking for** an Adviser to join their team who is skilled and knowledgeable and determined to go the extra mile to deliver the best advice to clients. A committed team member who is responsible for managing their workload whilst working in a busy environment.

**CAAN can give you** a purposeful job and the opportunity to do something meaningful. We work together as part of a professional but passionate team to make a difference to people; the rewards from this are invaluable. You will work for a highly skilled organisation which values its people and clients above all else; we have Investors in People Gold accreditation and are recognised as a leader in our sector. **If you take pride in your work, you will want to work with CAAN.**

**CAAN is an Investors In People Gold Award Employer. We invest in our people and offer you:**

* **Training and Ongoing Learning**
* **Annual Leave 25 days plus 11 statutory days**
* **Death in Service Benefits**
* **Family Friendly and Flexible Working Arrangements**
* **Health Scheme**
* **Hybrid Working**
* **Additional Long Service Entitlements**
* **Pension Scheme**
* **Salary Progression**

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

**Application**

Please see attachments for the Guidance Notes; Equal Opportunities Monitoring Form; Job Description & Person Specification.; Application Form.

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 Community 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 Monday 2nd December 2024 at 12 noon.**

Applications can be made by emailing the completed the application form, along with your CV to: [depd@advicean.com](mailto:depd@advicean.com)

Short listing will be undertaken on the basis of the person specification. You should address all the criteria listed in the person specification. We may apply desirable criteria during this process.

If you are shortlisted you will be invited for interview. **Interviews are due to be held week beginning 9th December.**

Thank you once again for your interest in this role.

Yours sincerely

Lorraine Adamson (Area Manager)