**Financial Wellbeing Co-Ordinator – Job Description & Person Specification**

**Job Overview**
This post is for a new project which aims to ensure that residents of Mid & East Antrim can easily access the free, independent debt advice and support provisions available within the area.
*Note: This role does not involve providing debt advice.*

This position is ideal for someone with strong administrative abilities, excellent networking and communication skills, and a genuine interest in empowering individuals.

**About the Role**
The role's purpose is to assist individuals dealing with debt to access the help and support they need to achieve a debt-free life. To fulfill this, the postholder will establish key partnerships with groups and organisations across Mid & East Antrim, raising awareness of existing free support services within the Council area. Activities will include promoting early intervention and prevention measures and facilitating small group sessions.

**Key Responsibilities**

* Build partnerships with statutory agencies, organisations, and community and voluntary groups within the Mid & East Antrim Council area that can refer individuals to advice and debt services.
* Oversee the referral process into the programme and maintain accurate records for reporting purposes.
* Manage onward referrals to both internal and external services.
* Promote the programme and increase awareness of advice and debt services.
* Deliver Money Management information and small group sessions.
* Design tailored activities that address the project's needs (support will be provided for activity development).
* Collect and consolidate programme feedback and evaluation data.
* Coordinate and manage the delivery of activities, including venue bookings, resource preparation, administrative support, and evaluations.
* Contribute to the development of proactive initiatives focused on improving the journey to debt advice with a person-centred approach.
* Adhere to all relevant organisational policies and procedures.
* Perform any other duties reasonably required, aligned with skills, knowledge, and experience, to support the organisation's broader success.

**Qualifications, Knowledge, Skills, and Experience**

**Essential**

1. Solid general education, including proficiency in Maths and English.
2. Experience in a related field, such as networking, coordination, or administrative roles.
3. A person-centred approach with outstanding communication skills, ensuring information is conveyed clearly and accessibly.
4. Capability to facilitate small group sessions and information clinics when needed.
5. Ability to work independently, meet targets, and seek support as necessary.
6. Proficiency in Microsoft Office and IT tools.
7. Commitment to the principles, aims, and policies of Mid & East Antrim Community Advice.
8. Team-oriented mindset, coupled with strong communication skills for effective collaboration with colleagues and managers.

**Desirable**

1. Level 3 qualification (or equivalent) in Advice, Community Development, or a closely related field.
2. General knowledge of the benefits system and existing debt support services.
3. Experience working with individuals facing multiple and complex needs.
4. Demonstrated ability to collaborate effectively with a broad range of stakeholders.
5. Familiarity with engagement strategies using social media.