

**WINDHILL ADVICE CENTRE**

**(NORTH EAST WINDHILL COMMUNITY ASSOCIATION)**

**Job Vacancy**

**Post: Advice Team Leader : Contract until end December 2020\***

**Salary: SCP 29 £26,470 pro rata + pension contribution of 2%\*\***

**Hours: 16 per week**

**Location: Based at WIndhill Advice Centre**

\*with a possibility of an extension of one year \*\* rising to 3% in 2019

We are a small agency with four part-time workers. We hold a sub-contract with Citizens Advice Bradford & Airedale and Bradford Law Centre to deliver advice services from a variety of outreach centres in Shipley and Keighley.

We are looking for an Advice Team Leader to replace a long standing member of the team. The successful candidate will bring experience and energy to an established team of advisers.

You must be highly organised with the ability to manage, monitor and maintain a busy neighbourhood advice service. Advice Delivery will be as crucial as the Team Leader role.

**Closing Date: 9am Wednesday May 23rd 2018**

**Interview date: Wednesday May 30th 2018. Please indicate on your application form if you are unable to attend on this date.**

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**For an application pack please contact:**

[**newcaemp@gmail.com**](mailto:newcaemp@gmail.com) **or The Recruitment Panel,**

**Windhill Advice Centre, Church Street, Shipley BD18 2NR**

