

Session Supervisor (Part-time) - Central Borders Citizens Advice Bureau

Job Details

Job title

Session Supervisor

Employer

[Central Borders Citizens Advice Bureau](#)

Closing date

Thursday 28 July 2022

Location

Galashiels

Hours per week

28

Type of contract

Permanent

Salary

£24,570 - £26,390 (pro-rata) per annum + 5% Employer contributory pension

More about the job

About the job

We are looking for an enthusiastic, dynamic and motivated person to join our team. The Session Supervisor has day-to-day operational responsibility for the delivery of the advice service and also ensures that the quality of advice delivered is in line with the Scottish National Standards and Citizens Advice Scotland's Membership Standards.

The post holder will have the skills and experience to manage and support a team, communicate and liaise with varying organisations, deliver advice and information services to clients and have completed the CAB Adviser Training Programme. In addition, they must be able to work under pressure and use their initiative as well as working as part of a larger advice team. They will have excellent organisation, communication and IT skills and be willing to develop the service to meet growing consumer technological needs. The successful applicant will be encouraged and supported in their personal development by the Bureau Manager.

How to apply

The links at the bottom this page will download the Job Description and Application Form. Alternatively request them by e-mail from bureau@centralborderscab.casonline.org.uk

To apply for this role, please complete and return the application form by 5pm on Thursday 28 July 2022 to bureau@centralbordercab.casonline.org.uk for the attention of Kathryn Peden, Manager.

About the employer

Central Borders Citizens Advice Bureau is a Charity Registered in Scotland No SC000983. A Company Limited by guarantee registered in Scotland No.217973

Application pack

 [Job Description and Person Specification](#)

 [Application Form](#)