

Job vacancy

Job title: Training Supervisor

Location: Richmond (SW London)

Salary: £29,477 pa pro rata (£17,686) plus 5% employer pension contribution

Hours: 21 per week

Contract: permanent

About us

Citizens Advice Richmond is an independent local charity providing information and advice to anyone who lives, works or studies in Richmond borough. Our service is free, confidential and impartial. We empower people to resolve their problems and change their lives for the better.

About the job

Citizens Advice Richmond uses volunteers to deliver most of our advice services and for a variety of support roles. This post will lead on recruitment and training of new volunteers and oversee training of existing staff and volunteers. It will be based at one or more of our advice centres and include working from home.

About you

You will have the ability to recruit, develop and motivate staff and volunteers and the ability to develop individuals or groups by providing support, guidance and training. You will have proven ability to supervise and monitor advice work. You will be committed to the aims and principles of the Citizens Advice service

How to apply

A job description and person specification for this post, together with an application form and guidance notes can be found on our website at www.citizensadvice-richmond.org/recruitment. The website also gives full details of our services and impact.

The deadline for receipt of applications is 2pm on Friday 28 January 2022. Applications should be emailed to admin.hhill@citizensadvice-richmond.org or posted to Recruitment, Citizens Advice Richmond, 94-102 High Street, Hampton Hill, Hampton TW12 1NY.

Interviews will be held on Thursday 3 February 2022.

Citizens Advice Richmond is the operating name of Richmond Citizens Advice Bureaux Service. Charity registration number: 1085878; a company limited by guarantee, registered in England and Wales, registered number: 04140012. Registered office: 94-102 High Street, Hampton Hill, Hampton TW12 1NY.