**Job title: Advice Session Supervisor**

Citizens Advice Richmond would like to recruit an Advice Session Supervisor, on a fixed-term contract. Job share will be considered.

**Location:** London Borough of Richmond Upon Thames – hybrid / remote working considered

**Salary:** £33,662.46 per annum pro rata + pension contribution

**Hours:**  28 hours per week – job share / fewer hours will be considered

**Duration:**  Fixed-term contract – initially 3 months

**Leave entitlement**: 28 days per annum pro rata + bank holidays pro rata

**Start date:** Immediately

**Closing date:**  Rolling – as soon as the position is filled

**Purpose of the role**

In this role you will work alongside paid and volunteer advisers and support them as they provide generalist advice to clients, including advice about financial confidence, welfare benefits, debt, housing, employment, immigration, discrimination and other areas of public and social welfare law.

You will manage and supervise advice sessions held by drop-in and appointments and supervise advice given by email and telephone.

You will ensure advice quality standards are maintained and enhanced through supervision and by undertaking regular case checking.

It is essential that applicants have previous ASS experience or currently hold this position. We are interested in candidates who can start immediately.

**How to apply**

To apply for this role, please send us an expression of interest and a CV by email to [admin.Hhill@citizensadvicerichmond.org](mailto:admin.Hhill@citizensadvicerichmond.org).

In your email, please clearly explain what direct experience you have that would enable you to carry out the role of Advice Session Supervisor. Please confirm which days of the week you are available.

For an informal conversation, or for any questions, please contact: [susan.noori@citizensadvicerichmond.org](mailto:susan.noori@citizensadvicerichmond.org)

We would love to hear from you soon!