

## About the role

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- > **Job Title:** Welfare Rights Officer
- > **Location:** Penicuik
- > **Hours per week:** 35 hours per week
- > **Type of contract:** Permanent
- > **Salary:** starting salary £36,000 per annum (commensurate with experience)
- > **Closing Date:** Tuesday 2 June at 10:00 am.
- > **Interviews:** Tuesday 9 June

## About the job

Penicuik Citizens Advice Bureau, based in Penicuik, Midlothian, is an independent advice organisation providing holistic advice and support to local people. In response to increasing demand for welfare benefits advice, we are seeking to recruit an experienced Welfare Rights Officer. The postholder will take a holistic, client centred approach to advice giving and provide specialist welfare rights advice, advocacy and representation. The Welfare Rights Officer will support clients to access their rights and entitlements, maximise income and overcome barriers to financial security and wellbeing.

The role involves carrying a caseload of complex welfare rights cases, including representation at tribunal level, while also supporting CAB staff and volunteers with specialist guidance and contributing to service development, social policy work and partnership working.

Working within the Bureau's team ethos, the successful candidate will share the values of the Citizens Advice service and demonstrate a commitment to equality, dignity and social justice. Experience in holistic advice giving, training and mentoring as well as good communication skills are essential for this challenging post.

**Employee benefits.** Penicuik CAB offers excellent terms and conditions, including a total of 40 days leave and a pension scheme with an 3% employer contribution. Penicuik CAB is an inclusive employer considering flexible working arrangements where appropriate.

## How to apply

For further details and information on how to apply, please contact [sue.peart@penicuikcab.org.uk](mailto:sue.peart@penicuikcab.org.uk).

Please note that this post is subject to the disclosure of criminal history information and a satisfactory PVG check.

**Equality & diversity monitoring.** To help Penicuik Citizens Advice Bureau monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form separate from your other application documents by emailing it to: [sue.peart@penicuikcab.org.uk](mailto:sue.peart@penicuikcab.org.uk).

## About the employer

Penicuik CAB is committed to equal opportunities both in service provision and employment.

Charity number: SC014421 Charity name: Penicuik Citizens Advice Bureau