



*Sussex Community Development Association (SCDA) delivers a range of projects & services aimed at supporting the needs of vulnerable individuals and empowering and further developing community activity. We are now seeking an individual to join our Working Together for You team.*

***'Working Together for You' is a Building Better Opportunities project funded by the European Social Fund and The National Lottery Community Fund***

## **Client Advisor - Working Together for You Project**

**Part time, 16 hours per week.**

**Based in Newhaven with travel expected across East Sussex**

**Flexible working options will be considered (subject to business need).**

**Salary range - £21,748 – £24,492 per annum pro rata dependant on skills & experience**

This is a great opportunity to join SCDA's Employability team working on the Working Together for You Project. The project aims to support parents and those with dependants to develop their skills, capabilities, talents and resilience.

The Client Advisor will be providing intensive employability support to a small caseload of clients to address multiple barriers that have excluded them from being actively engaged in their communities. In summary the main aspects of the roles are:

- Recruitment of participants
- Assessing individual need and providing information, guidance and support
- Delivering a range of work and learning related services (group and one to one work)
- Working in partnership with a broad range of service providers

The post requires excellent IT and admin skills to ensure timely and accurate maintenance of client records for audit and funding purposes. Successful candidates should demonstrate empathy, flexibility and the ability to monitor ongoing client progress towards desired goals.

This would be a great development opportunity for anyone looking to move into a Client Advisor role.

The role is based in Newhaven with travel to outreach and other delivery locations across the Lewes District. The post is subject to a DBS check at enhanced level.

**The vacancy closes on 5pm on Mon 28<sup>th</sup> June 2021 with interviews: wk/c 5<sup>th</sup> July 2021**

### **Covid-19 conditions**

In line with current government guidance on social distancing, we are implementing Covid-safe conditions in the work place and are bringing our teams back into the office at an appropriate level. We would like interviews for this role to take place in person with social distancing measures. The successful applicant will be equipped and supported with blended working as required – i.e. a combination of working in the office and working from home for some days each week.

**For a full job description and to apply please go to [www.sussexcommunity.org.uk/jobs](http://www.sussexcommunity.org.uk/jobs) where you can download an application form. Completed forms can be returned to the HR Team via [hr@sussexcommunity.co.uk](mailto:hr@sussexcommunity.co.uk), or please call us on 01273 519140.**