

Job Description

Job Title: Community Money Adviser
Responsible to: Partnerships Manager
Grade & Salary: Grade 5, SCP 19 – 25

Purpose

Talking Money is working with Wellspring Settlement based in Lawrence Hill, one of the most economically deprived wards in Bristol, to deliver an aspirational project for the local community to improve financial wellbeing through the provision of money, housing and employment advice and support.

The role will provide support to the BOOST project by providing training and ongoing support to volunteers so that they can support and advocate on behalf of the community in the area of money management including: accessing benefits and discretionary grants; increasing financial capability including support with budgeting and money management; energy efficiency and options for reducing fuel bills.

Talking Money will also carry out 1:1 debt and benefits advice and casework at specialist level, focusing on people's aspirations to manage their money going forward, improving their financial confidence and resilience.

Talking Money promotes a client-centred, joined-up approach to build service user empowerment, focusing on people's capabilities rather than problems and needs.

The post-holder is required to be self-motivated with strong communication and organisation skills, able to manage their own workload as well as be an active member of the Talking Money team.

Main duties

1. Delivery of training and ongoing mentoring and support to the community volunteers in basic money management including maximizing income.
2. Delivery of 1:1 specialist money debt and benefits advice and casework to the local community.
3. To provide advocacy, practical help and support for individuals and families in financial need including liaising with other agencies to get the best outcomes.
4. Work with the Partnerships Manager and Wellspring Settlement to shape and deliver the project.
5. To keep up to date with and work within relevant legislation, policies and practices.
6. To attend appropriate training courses, meetings and conferences.

Person Specification – Community Money Adviser

		Essential	Desirable
Knowledge & Understanding	<ul style="list-style-type: none"> • Up to date knowledge of welfare benefits, welfare reform changes and any recent case law • Knowledge of debt advice solutions and categorisation of debts (ie, priority and non-priority) • Knowledge and understanding of financial capability issues, advice and support • Fully conversant in relevant legislation and regulation eg Financial Conduct Authority on Debt Advice • Understanding of the individual and social context of the lives of our typical clients • Knowledge of systems thinking concepts 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	 <p>X</p> <p>X</p>
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, to teach, mentor and support individuals and groups • Ability to build rapport with people and understand what's important to them • Ability to identify and work with clients' strengths to find their own solutions, building on capabilities and confidence • Excellent level of attention to detail • Able to work on own initiative, prioritising and managing own workload to meet deadlines 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Experience	<ul style="list-style-type: none"> • Experience of working in an advice and/or guidance related role • Experience of helping people with money-related problems • Experience of delivering presentations and/or training workshops to groups • Experience of supporting volunteers • Experience of working to effect systems change • Experience of reflective practice 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	 <p>X</p> <p>X</p>

