# PERSON SPECIFICATION

##### NORTH BRISTOL ADVICE CENTRE

## Money Advice Mentor

### ESSENTIAL CRITERIA

**Experience:**

* Recent experience of working/volunteering in the not-for-profit sector.
* Experience of supporting people in a community setting.

**Skills & Abilities:**

* Ability to communicate effectively with a wide range of people.
* Ability and commitment to implement equal opportunities.
* Excellent interpersonal and communication skills and demonstrative experience of being good team member.
* Ability to plan and manage own work in a pressured and changing environment.
* Excellent record keeping, word processing, database and spreadsheet skills.

**Knowledge:**

**•**  Understanding of the factors that cause individuals and communities to experience

problem debt.

### DESIRABLE CRITERIA

* Knowledge of local community profile, needs and resources.
* Working knowledge of using a Case Management System.
* Experience of debt advice and the debt advice process.
* Awareness of the role and function of the free advice sector.

**November 2019**

May 2019

April 2013