# Summary

Job Title:  **EU Settlement Scheme Adviser(s)**

Location: **Inverness Badenoch and Strathspey Citizens Advice Bureau**

Responsible to: **IBS CAB Deputy Manager**

Salary: **£23,918-£26,131**

Grade: **IBS CAB Grade 6 (Point 22b-26) Dependent on experience**

Type of Contract: **Fixed Term – 2nd November 2020 to 31st March 2021**

Hours: **35pw (1x35FT or 2 x 17.5 hours PT or 1 x 14 hours and 1 x 21 hours PT)**

Closing Date: **Thursday 22nd October 2020 at 12 Noon**

Interview Date: **Tuesday 27th October 2020**

# About the job

**Summary of main responsibilities:**

* The EU Settlement Scheme Adviser will undertake and be responsible for the provision of advice, information and practical support to Clients and their families who want to make an application to the EU Settlement Scheme.

**General Responsibilities:**

* Provide advice, information and practical support to vulnerable clients who want to apply to the EU settlement scheme.
* Liaise with local stakeholders, groups and organisations to ensure the public are aware of the scheme.
* Maintain, strengthen and develop relationships with local statutory and voluntary organisations.
* Maintain expertise in relevant legislation and guidance.
* Produce reports and collate all operational and statistical information as may be required for the purposes of monitoring and reviewing the objectives of the service.
* Provide support for volunteers and staff in bureaux on EUSS issues.
* To record, update and maintain information on a case management system for the purpose of continuity of casework, information retrieval, statistical monitoring and report preparation to ensure that all work meets quality standards and the requirements of the funder. Carry out other duties as specified by the Deputy Manager and required by the exigencies of the post

**EU SUPPORT SCHEME SPECIALIST ADVISER - PERSON SPECIFICATION**

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| **SPECIALIST ADVISER** | **COMPETENCIES** |
| **QUALIFICATIONS** | * Good standard of general education.
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| **EXPERIENCE** | * Work or volunteering experience in the advice/third sector
* Experience in project management and meeting KPI’s
* Experience of preparing reports, plans and analysing data
* (Desirable) experience of advising and completing EU Settlement Scheme applications
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| **SKILLS AND****ATTRIBUTES** | * IT proficient
* Excellent written and oral communication skills
* Ability to plan work
* Ability to develop new ideas through to operation
* Attention to detail and problem solving skills
* Ability to adapt to new situations
* Skilled in report writing
* Ability to work without close supervision, prioritise own work and meet deadlines
* Ability to implement remedial action where project key objectives are not being achieved
* Ability to organise work and multi-task
* Ability to work with diverse groups of Clients and overcome any barriers or challenges to enable applications to be lodged within any COVID-19 restrictions
* Ability to work hours flexibly as required by the needs of the service.
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| **VALUES AND** **ATTITUDES** | * Commitment to team working
* Commitment to the aims, principles and policies of the CAB.
* Commitment to the development of equal opportunities
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| **KNOWLEDGE** | * Understanding of the EU Settlement Scheme
* Understanding of the wider rights of EU citizens; non-EEA family members; pre-settled and naturalisation applications
* Working knowledge of Microsoft software and related packages.
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| **OTHER** | * Ability to travel within the local CAB area and elsewhere, as required (dependent on COVID-19 restrictions).
* Commitment to undertake any training as may be required.
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**How to apply:**

Application packs below or can be requested by e-mail via: admin@invernesscab.casonline.org.uk

Please return your application form by: **Thursday 22nd October at 12 Noon**

Interviews to take place on: **Tuesday 27th October**