

Coventry & Warwickshire CDA Multiply Budgeting Adviser

Job Description

This post is for 37 hours per week

A Purpose of the post

Work with Groups and individuals in Warwickshire to provide budgeting advice and build Money management and Maths skills

B Responsible to

CEO

C Duties and responsibilities specific to the post

1. Deliver financial capability workshops in an engaging manner
2. Facilitate learners' money management skills
3. Assess learners Maths skills and signpost to other courses
4. Support learners to access other maths courses
5. Maintain confidential client records
6. Establish, develop and maintain a range of partnerships to reach learners and gain support for the project
7. Develop literature to promote the project and carry out marketing activities including social media promotion

D General Duties and Responsibilities

1. Maintain appropriate work records in accordance with project and agency requirements.
2. Ensure that Information Security is maintained at all times
3. Undertake any other work which the Operations Manager may require in keeping with the general purposes of the job
4. To comply with all agency policies and procedures
5. Work to quality standards current in the Agency

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Person Specification

A. Essential Requirements

1. An understanding of Money management
2. Numerate and literate and able to communicate clearly
3. Able to relate with members of the community
4. Good IT skills which include the ability to confidently use Microsoft Office applications and social media
5. Excellent listening and interview skills
6. Ability to deliver workshops
7. Able to drive and have access to a car

B. Desirable Requirement

1. Flexible around hours of work