

**JOB DESCRIPTION**

**JOB TITLE:** Financial Well- Being Officer

**Location:** South West Scotland

**Salary:** £30,408 (this is inclusive cost of living increase from 1<sup>st</sup> of April 2022)

**Duration:** Temporary – Maternity Cover

**ACCOUNTABLE TO:** SHA Board of Directors via the Chief Executive

**REPORT TO** Financial Well- Being Lead

**JOB SUMMARY**

The post holder will work as part of the Scottish Huntington's Association (SHA) Financial Wellbeing Team, who together significantly improve the financial outcomes of HD families who will deliver a holistic advice service in South West region of Scotland, working directly with vulnerable HD families, providing information, advice and guidance all HD families referred to the service. The FWO will also work in an integrated way with a range of SHA staff; the adult clinical team, youth team and volunteers including professional staff from a variety of backgrounds to improve the quality of life of people living with Huntington's disease and provide education and training where appropriate and will participate in the development of literature to meet the needs of the families.

The range of financial services provided to vulnerable groups will include advice across four main areas– financial planning & products, welfare rights, debt advice and energy advice. The post holder will be expected to have considerable expertise in delivering high quality Financial Wellbeing & Energy Advice. Training will be offered in any area where additional experience is required.

The successful candidate should be able to work flexibly and autonomously using their own initiative. Good listening, communication and interpersonal skills are essential, as are excellent attention to detail, organisational and caseload management skills. The post holder will be expected to contribute in promoting an awareness of the issues affecting HD families as widely as possible.

## PERSON SPECIFICATION

### KNOWLEDGE AND EXPERIENCE

- Relevant Training programmes will have been completed such as Wiseradviser; CPAG training; City & Guilds Level 3 Energy Awareness; or equivalent.
- At least at three years' experience delivering advice in a welfare rights, money advice or energy advice capacity.
- Experience & Training should include at least two out of our four main advice areas—welfare rights; debt advice; energy advice; financial planning & products
- Up to date knowledge of the benefit & tax credit system
- Experience of appeals to tribunal level
- Experience of working with people with long term health conditions
- Experience of working with carers
- Experience of working autonomously
- Experience of delivering training & presentations
- Experience of providing supervision & support
- Computer literacy including Word, Excel, Powerpoint, Outlook
- Experience of using information systems such as AdviserNet, Rightnet, CPAG Handbook, Lisson Grove Benefit Programme
- Experience of using client database systems such as AdvicePro

### SKILLS, ABILITIES & DISPOSITION

- Excellent communication & interpersonal skills
- Flexibility of working practice
- Attention to detail
- Excellent literacy & numeracy skills
- Very good at negotiation & advocacy
- Highly self-motivated
- Able to work as part of a team
- Highly organised
- Ability to manage a busy caseload

**NB** Currently due to Covid-19 all of our staff are working partially from home and whilst the post holder will have access to an office base, it is essential that some home working is possible. Interview and induction processes for successful candidates will take place in part via Microsoft Teams.

Further information and an application pack can be obtained from:

David McNiven, Admin Officer, [sha-admin@hdscotland.org](mailto:sha-admin@hdscotland.org)

Scottish Huntington's Association, Business First, Burnbrae Road, Paisley, PA3 3FP

Closing date for applications: 15<sup>th</sup> April 2022

Interview dates: TBC

The SHA is a registered Charity and is committed to promoting Equal opportunities in Employment

[www.hdscotland.org](http://www.hdscotland.org)

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