**Job Specification: Money and Debt Adviser**

**Full time post, 34 hours per week Salary £ 28,113.80 per annum**

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| **Specification** | **Essential** | **Desirable** |
| Qualifications | Degree level or good further education level or equivalent in training combined with experience.  Excellent Communication skills written and verbal. | Accreditation in money and pension service (MAPs) accredition. |
| Experience | Working with vulnerable clients.  Managing own files.  Working in different aspects of money and debt advice.  Excellent time and case management; managing a full volume caseload in busy office environment.  Ability to communicate and negotiate with other professionals and organisations.  Working as part of a team, Working on own initiative. | Experience in money advice. Developing and implementing debt management plans, and exploring debt solutions. Understanding different types of debt.  Providing guidance on claiming all available benefits, maximising income, and understanding financial support options.  Have a strong knowledge of Scotland and the UK benefit system, including eligibility criteria, claim processes, and potential changes.  Advocating and assisting client with issues with housing providers, landlords, mortgage lenders, statutory and voluntary agencies for the clients benefit.  Project Development  Campaign work around, equality, discrimination, social justice and human rights.  Practical use of ‘Advice Pro’  Use of a casework management system. |
| Knowledge and understanding | Maintaining expertise in relevant legislation and debt management. | Current knowledge and experience in the debt solutions, including Bankruptcy, Individual voluntary arrangements, debt management plans, debt relief orders, administrations orders, & debt remedy tools in Scotland & UK.  Experience in preparation and appearing at Tribunal to support client.  Adults with incapacity policy legislation & duties.  **Language skills would be an advantage.** |

GLC has pioneered a co-ordinated and flexible, early intervention service which works in partnership with the local organisations and developed joint working initiatives with community, voluntary and statutory services to provide a personalised holistic service to clients.

**Job Description:** **Money and Debt Adviser:** reporting to the Service Manager, you will assist the client with full debt solutions and budgeting tools, including advising clients on managing debt, exploring debt solutions, maximising income, and understanding different types of debt and benefits. You will provide the Service User household with advice on debt solutions and budgeting to the highest level.

Along with providing a full and comprehensive money and debt advice service, working with vulnerable clients: you will be working closely with the solicitors and homelessness caseworker to provide vulnerable clients with a full money and debt advice.

You will be part of an established team providing free, independent and confidential service for the client.

The post involves Joint and partnership working with other organisations and agencies and involves challenging decisions of other organisations and agencies on behalf of the client using the law, legal processes and policy to do it. The Money and Debt Adviser will attend an outreach at a Community supermarket, Threehills, offering ‘drop in’ advice and appointments once a week.

In terms of working for the client, and with regard to wider society, a strong sense of social justice and legal and human rights for the aforementioned issues is essential for the post. Govan law Centre is also a ‘campaigning’ organisation which seeks to influence political and policy change for the benefit of our clients and wider society