

moneyadvice**scotland**

Scotland's Money Charity

Job Title: Trainee Money Advice Consultant

Responsible to: Training Development Lead

Salary: Salary: £28,000 – £30,000 depending on experience Pension: Employer contribution 6%, Employee minimum 3% (higher employee contributions possible).

Hours: You will be contracted and paid for 36 hours per week, however, your actual working hours will total 30 per week, worked flexibly over four days (Monday to Thursday), as the office is closed for business on Fridays.

Terms: Temporary until end of July 2026 (with possible extension depending on funding)

Location: Mainly home based, occasional office attendance and some travel across Scotland.

About Money Advice Scotland

The times we live through are frequently described as unprecedented. A once in a century pandemic and a cost of living crisis has magnified and entrenched inequality. But it has also shown that change can happen rapidly and can make a real difference. We need change. We need new ideas when old solutions cannot solve new problems. [Our plan](#) sets out our approach towards securing a new different at a time when our purpose is more essential than ever.

Money Advice Scotland is Scotland's money charity. Our mission is to be the driving force towards financial well-being for the people of Scotland. We believe we will achieve this by supporting the advice workforce, empowering citizens to get help and support, and advocating for fairer policy.

About the role

The Trainee Money Advice Consultant (Trainee MAC) will work closely with experienced members of the team to support the delivery of the Money Advice Training Resource Information and Consultancy Service (MATRICS) project - a partnership between Citizens Advice Scotland and Money Advice Scotland, funded by the Scottish Government. The project aims to increase the provision of high-quality money advice in Scotland through training, consultancy, and resources that embed the Scottish National Standards.

This developmental role is ideal for someone with a foundation in money advice or a related field, who is looking to build specialist knowledge and develop expertise in training, consultancy, and legal interpretation within the debt advice sector.

Job Description and Key Responsibilities

Training and Development

- Assist in the development and delivery of learning materials and e-learning content aligned to the Scottish National Standards for Information and Advice Providers (Money Advice).
- Contribute to the design and facilitation of seminars, fact sheets, and training sessions under supervision.
- Support the tailoring of training for specific organisations in response to identified needs.
- Undertake learning and development to build knowledge of key legislation, case law, and money advice policy.
- Shadow and support experienced consultants in the delivery of the MATRICS Learning programme via face to face or via adobe connect.
- Engage in team discussions, contribute ideas, and provide constructive feedback to enhance team performance.

Consultancy and Support

- Shadow and support experienced consultants in providing second-tier consultancy services via email, Teams or telephone.
- Assist in the creation and distribution of information resources for the advice sector.
- Contribute to the research and collation of information on legal and policy updates relevant to money advice.
- Ability to address challenges as a group, offering support, suggestions, and solutions.

Teamwork and Collaboration

- Participate in internal and external working groups related to money advice.
- Work cooperatively as part of a small team to deliver project outcomes.
- Maintain accurate records of learning and activities as part of ongoing development.
- Ability to clearly articulate ideas, actively listen, and engage in open, honest communication within a team environment.
- Proven experience working collaboratively with colleagues, fostering a positive team atmosphere, and contributing to team objectives.

- Ability to build and maintain positive relationships with team members, clients, and stakeholders through respect and empathy.

Accountability and Development

- Work under the supervision of the Training Development Lead.
- Take personal responsibility for developing knowledge of debt legislation, advice standards, and training practice.
- Engage with a formal development plan with regular review points.

The above job description is not exhaustive and is clarified to include broad duties inherent in the post.

Person Specification

Knowledge, Skills and Experience

Essential

- Some experience providing money or welfare advice, or working in a related role in the not-for-profit advice sector.
- A strong interest in developing expertise in debt legislation, advice standards and training delivery.
- Good written and verbal communication skills.
- Strong organisational skills and the ability to manage time effectively.
- Willingness to undertake training and learn from others.
- Good knowledge of MS Word, Excel, and PowerPoint.
- Ability to work collaboratively as part of a small, supportive team.
- Experience working in the free debt advice sector.
- Respect and adapt to diverse communication styles, ensuring inclusivity in all interactions.

Desirable

- Awareness of the Scottish National Standards for Information and Advice Providers.
- Experience with digital communication tools such as Adobe Connect, Zoom, Microsoft Teams or Google Meet.
- Previous involvement in developing or delivering training or resources.

Additional Requirements

- Willingness to travel within Scotland, including occasional overnight stays (reasonable expenses covered).
- Commitment to the values and mission of Money Advice Scotland.

What You Will Gain

- A structured pathway to build skills in money advice, training, and consultancy.
- Supportive mentoring and regular development reviews.
- The opportunity to work on a nationally recognised project improving financial wellbeing.
- Experience in contributing to meaningful sector-wide change.

Your role will be varied, fast-paced and will allow you to embrace creativity and innovation.

Application process

Please submit a CV and cover letter (no more than one page) by email to ged@moneyadvicescotland.org.uk by 1st of July 2025.

Shortlisted candidates will be invited to attend an in person interview at Citizen Advice Scotland, Broadside, 2 Powderhall Road, Edinburgh EH7 4GB, week commencing the 7th of July 2025.