



BEACON Project – Income Maximisation and Immigration Adviser.

Job details

Job title: BEACON Project – Income Maximisation and Immigration Advisor

Reporting to: Advice Services Manager – Immigration and Asylum

Location: Your main places of employment will be:

CAE's Bureaux premises at:

23 Dalmeny Street, EH6 8PG
31-33 Pennywell Road; EH4 4PJ
58 Dundas Street, EH3 6QZ
8A&B Bath Street, EH15

You will also be required to work and travel to other locations throughout Edinburgh, including home visits. Travel expenses will be reimbursed.

Salary: £30,283.17 per annum

Benefits: Annual leave - 25 days and 10 public holidays
Pension - **7% employer's contribution**

Hours: **Full Time (35 Hours per week).** Flexible working policy. Part Time hours considered.

Term: **Fixed Term until 31 March 2027 – Although funding expected to continue**

The application process

Application deadline: **Thursday 24 September 2026 at 09:00.**
Interview date: **W/C Monday 28 September 2026**
Interview location: Online using Teams.
Interview format: 50-minute panel interview.

About BEACON:

Citizens Advice Edinburgh, Capital City Partnership, Fife Gingerbread, Midlothian Sure Start, Circle, Passion4Fusion, The Poverty Alliance and Glasgow Caledonian University are working in partnership to deliver **BEACON**, a service designed to tackle the roots cause of poverty experienced by ethnically diverse families.

BEACON — Building Equity, Accessibility and Connecting Opportunities Network — will support 200 ethnically diverse families and up to 600 individuals through a relational, wrap-around whole-family keyworker model. The project will ensure support is available where and when families need it across the Edinburgh and Southeast Scotland region.

Each partner in the consortium will provide additional capacity and specialist expertise to reach ethnically diverse families and improve engagement and outcomes.

Maximising Income and Reducing Barriers to Employment:

Citizens Advice Advisers will provide specialist advice, focused on helping families address financial, welfare rights, debt and immigration-related barriers that can prevent them from stabilising household circumstances and progressing towards longer-term outcomes.

You will provide specialist financial, welfare rights, debt and immigration advice that complements whole family keyworker support. This is targeted at low-income ethnically diverse families, particularly those facing overlapping barriers to poverty reduction and those falling within Scottish child poverty priority family types.

You will support the Advice Service Manager in capacity building, strengthening other organisations and advisers to work more effectively with families facing immigration barriers, including the no recourse to public funds condition. This will involve delivering presentations and creating and updating resources.

The overall role of Citizens Advice therefore strengthens the BEACON model by helping families address immediate financial and advice-related pressures while supporting wider outcomes around stability, wellbeing, income maximisation and progression.

Key Responsibilities:

- Providing practical financial advice to families experiencing low income, unstable income or wider financial insecurity.
- Supporting income maximisation through benefit uptake, welfare rights advice and access to financial support.
- Delivering debt management advice as part of a wider response to household poverty and financial stress.
- Providing immigration advice where this is relevant to families' circumstances and barriers to support.
- Offering advice through a mix of access routes, including email, online chat, telephone and in-person support.
- Contribute to capacity building in understanding barriers face by families, by providing presentations and updating resources.
- Working as an enabling partner alongside whole family keyworkers and community-based organisations, helping ensure financial and legal-advice needs are addressed within a holistic family support setting.

Person Specification

- Strong experience in welfare rights, debt, money advice, immigration advice and/or holistic advice provision.
- Excellent interpersonal and relationship-building skills.
- Experience working with vulnerable individuals or families facing complex challenges.
- A compassionate, strengths-based, and trauma-informed approach.
- The ability to manage a caseload while maintaining high-quality records and outcomes.
- Strong partnership-working and stakeholder engagement skills.
- Excellent communication, organisational, and problem-solving abilities.
- Ability to work independently
- A commitment to reducing child poverty and improving outcomes for families and removing immigration-related barriers that can prevent them from stabilising household circumstances and progressing towards longer-term outcomes.
- Demonstrable commitment to the aims and principles of CAE.