

We Are Recruiting: Housing Specialist

Salary: Grade 15 £24,167 – Grade 20 £26,617 FTE depending on experience. Including London Weighting

Location: Home based and working in community locations in East Herts when required

Hours: 15 hours per week

Contract: Initially 1 year fixed term

Application deadline: Thursday 6 May 12pm

Virtual Interviews: Week commencing 17 May 2021

Citizens Advice East Herts are looking for an experienced Housing Specialist to join our friendly team to deliver housing advice and advocacy services to East Herts clients via telephone, digital and face to face channels and to provide technical housing support to our team of volunteer advisers.

The successful applicant will have recent experience of giving generalist advice, including benefits advice to clients and will have ideally achieved Adviser Certification. This role will also carry a specialist advice caseload supporting clients on a range of housing issues in order to prevent and alleviate homelessness and address housing problems.

You will need to be highly motivated and proficient in the use of IT and have excellent communication skills. *This is an ideal opportunity for someone who has fundamental knowledge and experience of housing law, giving advice, and is looking for the opportunity to further develop their skills, as specialist housing training can be provided for the right candidate.*

We value diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic people, as they are currently under represented in our workforce.

Please see our [website](#) for more information on what we do and how to apply.

For an informal chat please contact Karen Hoy by emailing hoyk@citizensadviceeastherts.org.uk or calling 01920 459946