**JOB DESCRIPTION**

**Post:**  Financial Wellbeing Advisor

**Responsible to:** Senior Money Advisor

**Location:** Edinburgh/Central Belt – With travel throughout.

**Salary**: £28,851 - £33,680 per annum

## Role Summary

To provide relationship based expert money energy and debt advice to families, help families to resolve debt and money problems, become more financially resilient and to achieve long-term sustainable outcomes for them and their children. Work as part of the remote National advice team support Parentline in offering advice to parents who are struggling both emotionally and financially.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision, mission and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

## Key Results Areas

* To deliver a range of face-to-face and remote/digital welfare rights, financial inclusion, income maximisation, debt, and energy advice up to and including casework to SNSIAP Type II, referring and supporting families for representation and preparation for court/tribunal.
* To promote a multi-skilled / multi-agency approach in working collaboratively with relevant organisations and partners, including department of work and pensions, HMRC, and as a member of an integrated staff team.
* To promote the values and principles of Children 1st in providing support and advice to the most vulnerable families, promoting their full participation, and understanding in the services they receive.
* To work in partnership with families to address their needs.
* To develop partnerships to deliver drop-in sessions within local communities to expand our reach in eliminating poverty.
* To record, monitor and evaluate information and plan work in accordance with Children 1st policies, procedures and management systems in line with Scottish National Information and advice standards.
* To work in partnership with staff members and volunteers to assist in the evaluation and continuous improvement of the service.
* To contribute to written reports for a variety of partners/funders and to support accreditation in Money Advice.
* To ensure own continuing professional development through the Children 1st appraisal and supervision process.

## Person Specification

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| Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| * Direct work with families. * 12 months plus Welfare Rights experience. * Knowledge of welfare system/benefits/debt/income maximisation.   **Desirable**   * Group work/family work experience. * Money advice/welfare rights experience. * Tribunal and client representation experience. * Experience of representing or advocating on family’s behalf with relevant organisations, professional bodies, and individual. * Experience of debt advice and formulation of negotiation of repayment schedules. | * Written and verbal reporting skills. * Excellent communication skills. * Assessment, monitoring, review and evaluation. * Ability to work as part of a team. * Inter-agency liaison and communication. * Creativity and imagination in response to engaging with families. * Commitment and promotion of equal opportunities and anti-discriminatory practices at work. | * Welfare benefits system, application forms. * Debt options. * The causes and impact of poverty on children and families. * Knowledge of relevant childcare legislation linked to associated benefits is desirable. | * Flexible in approach to work * Committed to and understand the principles of working with volunteers. * Able and willing to travel as required to services and offices across the region. * Committed to Children 1st approach and the relational nature of our work. * Confident and able to form effective and credible relationships with all levels of staff * Aware of personal responsibility in relation to health and safety. | Our core values guide how each one of us works in our individual day to day job:  **Respect**  Treating everyone with respect and fairness  **Integrity**  Being responsible and accountable  **Participation**  Involving others in our work  **Excellence**  Striving for the highest possible standards |