



**Cheshire
West**

Pension Wise Operations Lead

Closing date: 5.00PM on 22/09/17

Location: Northwich or Stafford (requires travel across Cheshire, Staffordshire and the Wirral)

Salary: SO1 £25,951 pro rata (plus auto-enrolment into a workplace pension)

Hours per week: 37 hours per week

Type of contract: Fixed term until 31st March 2018

The Greater Cheshire Delivery Centre is a partnership between Citizens Advice Cheshire West and Citizens Advice Staffordshire South West, delivering Pension Wise under contract with Citizens Advice and the DWP.

We have an exciting opportunity for a qualified and experienced Pension Wise Caseworker to lead an established team of 3.5 FTE guiders and admin support in the delivery of Pension Wise across Staffordshire and Cheshire. This role also involves the delivery of Guidance appointments as required and will ideally suit an experienced guider looking to enhance their skill set.

This is a forward thinking, energetic role with lots of face to face interactions that would suit someone with enthusiasm and passion for supporting people to get the most out of their Pension options.

As an employer we offer flexible working (subject to approval), have an enhanced holiday entitlement, and subject to successful completion of a probation period, enhanced sick pay. We provide support, coaching and mentoring, and also wish to encourage staff to have autonomy in their work.

To discuss this opportunity in more detail, please contact Angela Jones on 01785 283467.

Application packs can be downloaded from <http://cwcab.org.uk/vacancies/>

Interview date: w/b 25th September 2017

Citizens Advice Cheshire West is committed to equality and diversity and welcomes applications from all sections of the community