



Citizens Advice Worcester and Herefordshire are currently seeking to recruit the following staff:

SmartMove Service Manager – Full Time (37 hours)

Salary £35,745 - £37,938 pa (plus an on call allowance).

To manage the delivery of the following projects for single people and childless couples who are homeless:

- SmartMove - A Bond Scheme to facilitate access to the private rented sector including the provision of a full housing needs assessment and practical advice/support to obtain accommodation
- SmartLets – A Social Lettings Agency providing accommodation for clients who have been homeless, are at risk of homelessness or vulnerably housed including support and Supervision to sustain accommodation and tenancy ready training

The post holder's duties will include responsibility for the recruitment, training and supervision of the staff team. The successful candidate who will report to the CEO, will work as part of the Senior Management Team in achieving our organisational aims and objectives

We are a well-established and stable organisation currently employing 54 paid staff, working with around 100 volunteer colleagues to deliver a high quality and effective service to the public in the areas we serve. The post is based at our main offices in Worcester City

For further information and/or an application pack for the above post email:

enquiries@citaworcester.org.uk

Closing Date for applications: 5pm Monday 21st October 2024

Interviews W/C 28th October 2024

Citizens Advice Worcester & Herefordshire Company no: 6827297 Charity number 1128497