**Trainee Generalist Advisers**

**Ref: 2025-ADV2**

**Job Title:** Trainee Generalist Advisers

**Salary:** £26,224 per annum based on a 37-hour week. This will increase to £28,404 per annum upon completion of Citizens Advice Generalist Certificate

**Pension:** 8% pension supplement payable (subject to 2% employee contribution)

**Hours:** Full time -37 hours per week.

**Holidays:** 37 days per annum (including Bank Holidays and fixed days).

**Duration:** Permanent

**Closing Date: Friday 5th September 4.30pm**

**Role Purpose**

* To interview and advise clients flexibly through multiple channels including face to face, outreach at venues in the area, telephone and electronic media
* Provide advice on a range of issues using the Citizens Advice Advisernet system and other resources provided

**CVs are accepted. Candidates submitting CVs who are being considered for interview will be required to complete an application pack. To send your CV to us, or to request further information or an application pack, please email:** **recruitment@newportca.org.uk** **and quote reference number 2025-ADV2**

Applicants for this post must have a strong commitment to equality and social justice.

We welcome applications that reflect the diversity of the communities we serve.

We aim to be an equal opportunities employer.

Charity Registration Number: 1118855