**Employment & Discrimination Adviser**

**Ref: 2025-ED2**

**Salary:** £28,404-£31,323 per annum (Dependent on relevant experience)

**Pension:** 8% (subject to a 2% employee contribution)

**Hours:** 37 hours per week

**Holidays:** 37 days per annum including Bank Holidays and fixed days

**Location:** Newport Citizens Advice

**Duration:** Permanent

**Closing Date: Wednesday 3rd September 2025 at 5pm**

**Interview Date: Week commencing 15th September 2025**

**Role Purpose**

We are looking for a person who possess good client service skills to advise clients on employment and/or discrimination issues. The role will be primarily supporting clients with their discrimination and/or employment issues with excellent advice on all aspects of the legal process up to Employment Tribunal/Court. Case work and representation on a limited basis, may be possible in the future.

The successful candidate will possess good communication skills and be able to deliver services by phone/email/video link, in person and at outreach venues outside the office.

The higher salary would be payable to a successful candidate with relevant employment and/or discrimination experience.

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

**To request an application pack please email:** [**recruitment@newportca.org.uk**](mailto:recruitment@newportca.org.uk) and quote relevant reference number(s). CVs are also accepted but applicants who submit a CV will be required to complete an application form before further consideration

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

We aim to be an equal opportunities employer.

Charity Registration Number: 1118855