**Citizens Advice South Warwickshire**

**is looking to recruit an Advice Services Manager**

**Salary range from NJC pt: 33 - 37**

**£29,323 to £32,486 per annum (depending on experience)**

**37 hours per week – Permanent**

**Location: Leamington and Stratford offices**

We are pleased to offer you an exciting opportunity to become the new Advice Services Manager for Citizens Advice South Warwickshire.

We formed as an organisation through the merger of Warwick and Stratford District services in April 2017.

You will take overall responsibility for quality of advice and the day-to-day operational management of the Citizens Advice South Warwickshire service. This includes working with the advice teams and supervisors to ensure that the advice given to our clients is the best that it can be.

You will be a member of the senior management team within Citizens Advice South Warwickshire and will be involved in helping to shape our new service as we move into this new phase for the organisation.

We have an extensive history of developing a range of services that support those with complex advice needs and reaching the most vulnerable and excluded in our community.

Working within a diverse and vibrant team, you will play a key role in developing the delivery of our service.

A DBS enhanced check will be required for this post, given its extensive responsibility for staff and services that involve people who are deemed to be vulnerable.

For further information and an application pack, please follow the link below:

<http://www.casouthwarwickshire.org.uk/category/vacancies/>

**Closing date: 12pm Tuesday 9th October 2018
Interviews will be held on Tuesday 16th October 2018**

Visit our [website](http://www.casouthwarwickshire.org.uk/) to find out more or email recruitment@casouthwarwickshire.org.uk