

## Job Advert

The Trustees are seeking to appoint a Benefits Adviser, or a trainee Benefits Adviser, to work within The Oaks Money Advice Centre which is under the umbrella of Blackburn Foodbank. The Adviser will be responsible for delivering high quality benefits advice services to clients via face to face, telephone and digital channels. The Adviser should have an excellent knowledge of the full range of the current benefits system, applications and processes thereof, however this could be a training post depending on previous experience and full training will be given. The Adviser should have an empathy and understanding of the needs of vulnerable clients and be able to build on the success and impact of Blackburn Foodbank Money Advice Centre.

We would like to appoint an Adviser who:

- Will provide casework covering the full range of benefit work
- Is willing to undertake training to become an Adviser
- Is committed to maintaining the positive and caring ethos of Blackburn Foodbank and its strong links to the Trussell Trust
- Will continue to develop innovative working practices reflecting today's challenges and opportunities
- Has excellent communication and interpersonal skills relating to clients, staff, volunteers and other professional bodies

**Job title:** Benefits Adviser  
**Required from:** as soon as possible  
**Full-time:** 35 hours per week  
**Salary:** Starting salary £18,800 - £23,000 dependent on experience  
**Contract:** 2 year fixed-term

**Closing date:** Wednesday 1<sup>st</sup> March 2023 at noon  
**Interview date:** Friday 3<sup>rd</sup> March 2023  
**Telephone:** 01254 672756  
**Website:** [www.blackburn.foodbank.org.uk](http://www.blackburn.foodbank.org.uk)

Application form and further details available from [manager@blackburn.foodbank.org.uk](mailto:manager@blackburn.foodbank.org.uk) Please return completed application by covering letter and CV - by the closing date, 1<sup>st</sup> March at noon - via email to [manager@blackburn.foodbank.org.uk](mailto:manager@blackburn.foodbank.org.uk) or via post to The Operations Manager, Blackburn Foodbank, Oakenhurst Road, Blackburn, BB2 1SN