

**Advice Session Supervisor**

Permanent Contract

**Job Title** Advice Session Supervisor

**Location** Wakefield city centre

**Salary**  £ 30,899 per annum (gross) + 3% pension contribution

**Hours**  37 hours per week

**Annual Leave** 28 days + all Bank Holidays

**Closing Date** 5.00 pm Friday 1st November 2024

**Interviews**  13th – 15th November 2024

An exciting opportunity has arisen for someone with good interpersonal skills and experience in advice and supervision, to join our service as an Advice Session Supervisor.

You will be working alongside our Service Manager Team to ensure the continued delivery of a high quality advice service to the residents of Wakefield District.

Your main function will be to ensure the smooth the day-to-day running of our general advice service. You will be available to offer real time consultancy and support in person, online and via telephone to our general advice team who work at outreach and our volunteers and general advisers in our main central office.

You will need experience and the ability to supervise, motivate and offer support. This busy and varied role will rely on your ability to bring out the best in our team to ensure we provide the best service to our clients.

If you like working in a dynamic, supportive and friendly environment, we would like to hear from you.

For an application pack visit our website [www.wakefielddistrictcab.co.uk](http://www.wakefielddistrictcab.co.uk)