

## **Part-time Welfare Benefits Appeals Caseworker** (Funded by Access to Justice)

We require an experienced and enthusiastic caseworker to provide support and representation to clients at tribunal hearings. The successful candidate will have recent and ongoing experience in advice work (preferably, but not exclusively, within Citizens Advice) and will be a highly motivated strong team player with excellent interpersonal skills. The position will require maintenance of client files, strict adherence to deadlines, ability to write appeal submissions and knowledge of court procedures.

<b>Location</b>	<b>Haverfordwest and Pembroke Dock offices and other venues as required</b>
<b>Duration</b>	<b>until 31<sup>st</sup> December 2018 fixed term contract (subject to satisfactory completion of 6 month probation period)</b>
<b>Hours</b>	<b>28 per week (over 4 days)</b>
<b>Annual Leave</b>	<b>28 days (including BH) pro rata</b>
<b>FTE Salary</b>	<b>£17,617 pa pro rata (Actual salary £13,331 pa)</b>
<b>Pension</b>	<b>Workplace pension applies after 3 months.</b>
<b>Closing Date</b>	<b>19<sup>th</sup> January 2018 – 12 noon</b>
<b>Interview Date</b>	<b>30<sup>th</sup> January 2018</b>

Further information and application forms available from  
Vani Athithan ~ email [admin@pembcab.org](mailto:admin@pembcab.org)  
Telephone 01437 765245

**Please note CVs will not be accepted. We are committed to working to achieve equal opportunities for all groups subject to discrimination.**

Hefyd ym : 38, Stryd Meyrick ~ Doc Penfro ~ SA72 6UT Ffôn/Tel : 01646 686427 ~ Ffacs : 01646 686552  
Also at 38, Meyrick Street ~ Pembroke Dock ~ SA72 6UT Ffon/Tel : 01646 686427 ~ Fax : 01646 686552  
Awdurdoddir a rheoleiddir gan yr Awdurdod Ymddygiad Ariannol

Authorised and regulated by the Financial Conduct Authority FRN : 617694

Citizens Advice Pembrokeshire yn enw gweithredol ar Pembrokeshire Citizens Advice Bureau  
Citizens Advice Pembrokeshire is an operating name of Pembrokeshire Citizens Advice Bureau

Company limited by guarantee / Cwmni Cyfyngedig Trwy ~ Charity registration number 1121804 ~ ~ Company number 6359417