

CAIA PARK COMMUNITY COUNCIL

**WELFARE BENEFITS / COMMUNITY ADVICE
MANAGER**

(Commencing 1st Dec 2017)

FULL TIME (37 HRS PER WEEK)

Salary £28,485 – £30,153

The Council's Advice Team make an essential contribution to services maximising residents' welfare benefit entitlement and dealing with a variety of other problems such as debt, housing/council tax benefits and tax credits within the community of Caia Park, Wrexham. The service is currently delivered on a drop-in basis from various venues within the community

It is **essential** that you have experience in most of the above disciplines as well as the ability to manage and motivate a small team. The ability to represent at tribunals and court eviction hearings would also be an advantage.

Local Government contributory pension scheme available.

For an informal discussion about the post contact Pauline Donnellan on 01978 290614

Application pack available from:

Clerk of the Council. Caia Park Community Council. Community Council Offices, Prince Charles Road, Wrexham LL13 8TH or preferably by email clerk@caiapark.gov.uk

Closing date: 20th October 2017