

We're hiring a part-time Senior Welfare Benefits and Social Care Adviser

Job title: Benefits and Social Care Senior Adviser

Hours: 24 hours/week

Salary: £28,000 pro rata

Start date: as soon as possible

Location: Hybrid - Home & Sheffield office

In light of the recent cost of living crisis, our community needs help more than ever to access the benefits and social care support they are entitled to. This post is to oversee the benefits and social care service composed of staff and volunteers, to promote and grow the service, and to provide quality one-off and casework benefits advice and advocacy to our clients.

At Sheffield ME & Fibromyalgia Group, we are proud to be able to offer tailored welfare benefits and social care advice to members that truly understands the specific nature and difficulties of living with one or more of these illnesses. We now have a vacancy for one person to join our benefits adviser team of two to ensure those affected by myalgic encephalomyelitis (ME/CFS), fibromyalgia or long COVID can fully access the support they are entitled to, through tailored advice and advocacy.

The post holder will provide day-to-day management of one p/t member of staff and volunteers, promote and grow the service, and provide quality one-off and casework benefits advice and advocacy to our clients.

We are looking for candidates with comprehensive knowledge of welfare benefits, understanding of chronic illness, including hidden disability and its impact, and ability to manage a dynamic workload.

Candidates will need to demonstrate experience in successful delivery of high quality welfare benefits advice and advocacy, efficient recording of casework and monitoring of activity, team or volunteer management and reporting.

Essential skills include excellent information processing, teamwork, communication, organisational and IT skills.

Would you like to join our team?

To apply: download the [job description and person specification](#) and send your CV along with supporting statement (maximum 2 sides of A4, ensuring you address the requirements in the person specification) to applications@sheffieldmegroup.co.uk

Deadline to apply: Wednesday 18th January 2023, midnight.

Interviews will be held on the week commencing the 23rd of January.

Don't hesitate to contact us if you wish to have a chat about the role: info@sheffieldmegroup.co.uk / 07753948186