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**ROLE DESCRIPTION**

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<b>Role Title</b>	<b>Support Adviser</b>
<b>Responsible to:</b>	<b>Support Advice Lead</b>
<b>Salary:</b>	<b>Voluntary</b>

**Duties and Responsibilities**

The role of Bridge Support is an important part of our work with clients. This is a developing role, but one that is based on tapered support for people who are going through financial difficulties.

Working in conjunction with the money advice team you will attend appointments to provide added support to the client as they look to bring stability to their financial situation.

Primarily this will involve you developing a realistic 'hope plan' with the client focusing on resilience building.

We will offer the following types of assistance dependent on the client's need:

- Prepare & accompany clients as support to meetings:
  - about finances
  - with other related support agencies
- Signpost clients to other services & facilitate contact. e.g mental health advocacy team, local GP, The Advice Shop.
- Identify clients who require 'soft' skills training to help prevent the 'revolving door' syndrome of support / advice and dependency
- Participate in 'soft' skills training as appropriate.
- Shopping Support – transport, identifying bargains, balanced shopping basket (Financial & Nutritional)
- Meal planning on a budget
- Signpost and facilitate contact with crisis support such as foodbank, food train, food hubs etc.
- Identify local groups/peer mentoring forums appropriate to meet client's needs.

**GENERAL**

- Work within the boundaries of confidentiality as stipulated within the Bridge Community Project policy.
- Attend regular volunteer meetings as required by the Bridge Support Lead
- Required to observe all Health & Safety regulations and report all safety/hazards to Bridge Community Projects management group.
- Undertake any other duties as deemed necessary.