



the bridge
CONNECTING HOME WITH HOPE



Job Title: Bridge Support Lead

Hours: 16hrs per week until March 31st 2023

Closing date: February 28th 2022 @ 5pm

Location: 20 Shairps Business Park, EH54 5FD

Responsible to: Financial Wellbeing Coordinator

Starting Salary: £21,308 (£9,091 for 16 hours per week)

Interview Date: 4th March 2022

Main purpose of role

To assist clients to identify areas of additional support to improve their Financial Wellbeing and to put in place an achievable plan which builds future resilience

Background

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

Main responsibilities

- Work in conjunction with the money advice team to provide added support for the client as they bring stability to their financial situation.
- Develop a realistic 'hope plan' with the client focusing on resilience building.
- Provide advocacy, negotiations and support for clients.
- Maintain full and accurate client case records on our cloud software, catalyst
- Build upon and lead our support work with a particular focus on food security and affordable meal preparation
- Work with the Financial Wellbeing Coordinator to support & manage the Bridge Support Adviser Team
- Attend appropriate training courses and keep up to date with relevant legislation, policies and share with the team
- Attend appropriate networking events and meetings
- Influence and help grow this key role as the service develops.

General

- Work within the ethos and culture of the Bridge Community Project
- Work within the boundaries of confidentiality as stipulated within the Bridge Community Project policy.
- Attend regular Financial Wellbeing Team meetings as required by the Financial Wellbeing Coordinator.
- 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.



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Job Specification

Essential

- Must have a current, clean UK driving license and access to a vehicle
- Excellent time management and organisational skills and be able to prioritise work flow
- Excellent interpersonal and communications skills, with the ability to relate to and work in a non-judgemental confident and sensitive manner with vulnerable clients and volunteers

Desirable

- Competent IT skills
- Ability to be self-motivated and to work to a high standard
- Ability to demonstrate a sincere commitment to the vision and values of the Bridge Community Project

How to apply

To apply please supply an up to date CV and also a covering letter explaining why you think you have the experience and skills to fulfil the role as outlined within the job description.

Please return completed applications to lesley@bridgecommunityproject.org.uk before the closing date. Appointment will be subject to satisfactory references.

Please contact Lesley Balaj, Financial Wellbeing Coordinator, for more details on 01506 238980.

Bridge Community Project is a SCIO, SCO45049:: www.bridgecommunityproject.org.uk



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