**Citizens Advice Harrow – Vacancy**

Job Title: - Advice Service Manager

Location: - Harrow

Salary: - £31,496 – Full time

Hours per week: 5 Days – Monday to Friday with some evening and weekend cover

Type of contract: Permanent

Closing date: Friday 6 October 2017 12 noon

We are pleased to offer you an exciting opportunity to become the new Advice Services Manager for Citizens Advice Harrow.

You will take overall responsibility for quality of advice and the day-to-day operational management of the Citizens Advice Harrow .This includes working with the advice teams and supervisors to ensure that the advice given to our clients is the best that it can be.

You will be a member of the senior management team within Citizens Advice Harrow and will be involved in helping to shape our new service as we move into this new phase for the organisation.

We have an extensive history of developing a range of services that support those with complex advice needs and reaching the most vulnerable and excluded in our community.

The role offers the opportunity to develop joint processes and procedures, share good practice and assist the service to further develop its current high quality standards.

 **For a job pack please email:** **admin@citizensadviceharrow.org.uk**