

## **Adviser (0.5)**

**£24,597 to £26,540 per annum (Paid pro rata to 21 hours per week, over 3 days)**

### **Would you like the opportunity to take on a part time role within the Advice Service at The Union, Manchester Met?**

Working within an inclusive, empowering and aspirational culture, you'll play a key role in providing specialist support to students at Manchester Met: assisting, advising and representing them as necessary or referring them to external agencies as appropriate.

#### **Who are we?**

Located in the heart of Manchester, The Union is part business, part charity, part membership body. Operating independently from Manchester Metropolitan University, our aim is to support and represent each one of our student members. Each year our growing team of over 70 full time and up to 150 part time staff, work alongside elected student leaders to make change, improve lives and help fulfil student potential.

Winner of the NUS Campaigning Award 2017, The Union is one of 550 students' unions across the country. And we're one of the most exciting - with over 38,000 student members and 150 student groups, a huge range of services and a bold strategy.

#### **What's the job?**

Working within our professionally recognised Advice Centre:

- You will advise and support students on a wide range of issues, (including student funding, welfare and disability benefits, debt, housing and academic issues) face to face, by phone, e-mail and Skype
- You will also act as a representative for students at meetings/hearings/tribunals and liaise with third parties on behalf of students: maintaining an up to date knowledge of areas of casework and
- You will assist the Advice Centre Manager and Deputy Manager in all aspects of running the Advice Centre, ensuring high standards of competence and consistency at all times.
- There is some flexibility in which days are worked. Ideally we are looking for;  
Monday 9.15am – 5pm  
Tuesday 9.30am – 4.30pm (approximately once a month a later shift is worked from 11am – 6pm)  
Wednesday 9.15 am – 5pm

#### **What are we looking for?**

- With significant experience of advice work in at least one of the following areas: welfare/disability benefits, student funding, academic, housing, debt or other relevant area of specialism, you will have the ability to locate and understand information resources and legislation and explain them to clients
- You'll present a flexible, client-orientated approach to work and have significant experience of providing confidential, impartial, non-judgmental advice.
- Someone who can build relationships and work successfully with people at all levels. With excellent interpersonal skills, you will display an empathic and approachable manner to clients.

**Why apply?**

There has never been a better time to work for The Union. Based just off Oxford Road, in the centre of vibrant Manchester, The Union will train you thoroughly, reward you well and encourage you to build a long-term career that inspires you.

The exact opposite of corporate, we're progressive, creative individuals working to make a difference in unconventional workplaces. In return for your passion and experience, we offer the flexibility for work-life balance, a competitive salary for the non-profit sector and excellent holiday allowance. We're absolutely open to considering requests for job-share or part-time working.

We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status.

We want to support diverse and inclusive work environments and are actively looking for people who share our values.

**Apply now at:**

<https://www.theunionmmu.org/about-us/work-for-us/career-staff-vacancies/adviser>

**Closing date:** Midnight on Monday 25<sup>th</sup> March 2019

*If you're successfully shortlisted, we'll see you at an interview in the week commencing 1<sup>st</sup> April 2019.*

**Work somewhere professional, but different. Build a career with students' unions.**