|  |  |
| --- | --- |
|  |  |

**Macmillan Benefits Advisor - Doncaster**

**Are you looking for an opportunity to make a real difference to people’s lives? Are you someone who is resilient with an empathetic nature whilst also being highly organised?**

If so we have an exciting opportunity for someone to join our team in Doncaster working on this valuable service.

**About Us**

Meeting New Horizons delivers a range of projects across the Yorkshire and Humber region that provide services that are of benefit to local individuals and communities. In Doncaster, we currently deliver a Benefits Advice Service in partnership with Macmillan Cancer Support.

Delivered by a team of advisors, the service acts a one-stop-shop for people affected by cancer to access independent and confidential advice and information. The service supports people from the point of diagnosis through treatment and onwards, and provides advice on welfare benefits and entitlements, offers advocacy and support at benefit Tribunals, and provides access to Macmillan and other charity grants.

The aim of the service is to ensure that all those affected by cancer are aware of and have access to welfare entitlements and other available support. The service aims to alleviate some of the financial stress and burden, by taking on the responsibility for accessing such support, enabling individuals to reduce stress, help them deal emotionally with their situation and allows them to focus on their treatment and recovery.

**The role**

Working primarily office based, this role will provide a first point of contact triage service, to assess the service user’s financial situation, determine which benefits and support may be available to them, and identify the optimum timeframe for the next contact and person-centred plan.

This is a varied role which will involve working within an office environment, as well as in the community and within client’s own homes or other local settings. The role will deliver a full benefits casework service, including a first point of contact triage service to assess the service user’s financial situation, determine which benefits and support may be available to them, and identify the optimum timeframe for the next contact. You will also assist clients with form completion and applications for benefits, grants and other support, including assisting with disputes and appeals/tribunals. The post holder will also have responsibility for liaising with other statutory agencies to ensure service users receive all assistance available.

The ideal candidate will have welfare benefit casework experience within the last 12 months and be able to work independently as well as part of our team.

**Package**

The post has a salary of £24,000 - £25,000, with a wide range of access to training and personal development opportunities. You will be based at our offices at Armstrong House, First Avenue, Robin Hood Airport, Doncaster DN9 3GA.

This is a full time position but is based on a 35 hour working week and so offers a good work life balance. We also provide 25 days holiday plus bank holidays, and you receive another 3 days to be taken over Christmas after one year of service. A company health plan is also provided following successful completion of probation. The post will be subject to an enhanced DBS check.

**How to Apply**

For further information about this role please contact Nicky Parkin, Service Manager on 01302 802005 or email nparkin@meetingnewhorizons.co.uk.

To apply for the position, please send a complete CV, Equal Opportunities Monitoring Form and a covering letter outlining how you meet the essential criteria for the role to:

Rachael Fischer

Head of HR & Operations

Hull CVS & Meeting New Horizons

The Strand

75 Beverley Road

Hull

HU3 1XL

Direct Tel: 01482 595530

rfischer@hull-cvs.co.uk