



Tollcross & Shettleston Money Advice Service (T.S.M.A.S)

FINANCIAL INCLUSION CO-ORDINATOR VACANCY

Tollcross & Shettleston Money Advice Services is funded by Advice UK, Shettleston HA and Tollcross HA and is managed by Tollcross Community Trust.

The project commenced in late 2019 and consists of 1 Financial Inclusion Co-ordinator and 1 Financial Inclusion Advisor and is funded until 31st March 2025.

The service is aimed to provide residents within the local communities of Shettleston and Tollcross, advice and support in relation to maximising their income. The main tasks involve:

- Providing debt advice to individuals/households.
- Maintain accurate records of casework using Advice Pro database management system.
- Advice and support will be provided to individuals/households, by a combination of face to face, telephone, home visits, or in outreach locations.
- Developing awareness of the Advice service and undertaking promotion work in various community facilities within the service area.
- Continue to upskill knowledge through additional internal or external training.
- Work closely with the Financial Inclusion Teams within Shettleston HA and Tollcross HA.

Due to an external promotion we are looking to recruit a new member of the team until 31st March 2025 with the possibility of an extension, if further grant funding is approved.

The Financial Inclusion Co-ordinator will play a key role in the delivery of maximising income for residents within the aforementioned service areas and will provide support to individuals/households in Shettleston, Springboig, Sandyhills, Tollcross, Carmyle and the Lilybank areas, on solutions for their financial issues.

The post is 35 hours per week Monday to Friday and the successful applicant would be based 2 days a week in the Tollcross Advice and Learning Centre, 84 Braidfauld Street, Glasgow, G32 8PJ, 2 days a week in Shettleston Housing Association offices, Helen McGregor House, 65 Pettigrew Street, Glasgow, G32 7XR and 1 day a week working from home.

SALARY AND CONDITIONS

TSMAS offers an attractive employee benefits package in accordance with EVH terms and conditions including:

SALARY

The pay band range for the Financial Inclusion Co-Ordinator is EVH Grade 7 PA22 – PA25 (£39,072 - £42,903).

DURATION

The Financial Inclusion Co-ordinator post is being offered as a fixed term contract for 35 hours per week from August 2024 to 31st March 2025.

HOLIDAYS

Annual leave entitlement is 25 days plus 15 public holidays per annum pro-rata, in line with our EVH Statement of Terms and Conditions of Employment.

If you feel you have the necessary skills and experience and you would like to join the team then we would like to hear from you. In return, we offer a friendly and pleasant flexible working environment, a varied and stimulating workload, and the opportunity to make a difference at community level.

Download an application form [here](#)

The closing date for all applications is Friday 16th August 2024 at 12.00 noon.