Project Admin Support - Energy Unit

Overview:

Our Energy Unit needs support!

We are looking for a project admin support worker to work alongside our 6 caseworkers in the Energy Unit covering Dorset and BCP.

You would be engaging with clients and progressing people to achieve positive outcomes. Whether that be applying for charitable support, making sure that outcomes are recorded or gathering client feedback. It is an interesting and rewarding role, and the outcomes achieved through the project are incredible.

Salary: £26,357 pa fte
Hours: 37 hours per week
Location: Wimborne/Wareham/Remote working.

Closing Date for applications: 27th March 2023

Please contact katrina.ford@edpcitizensadvice.org.uk for an application pack