**SMI Project Coordinator**

**(20 hours per week, £12.80 per hour)**

We are seeking a proactive and organised individual to join the Ablewell team. Ablewell Advice Walsall is an initiative of the Central Hall Methodist Church (Charity No: 1132418)

We provide specialist advice in relation to debt and welfare benefit matters. We are also a distribution centre for the Black County Foodbank and a base for Walsall Works job club.

Our opening hours are 9.30am – 3pm on Mondays, Wednesdays and Fridays.

The SMI project is a 12 month pilot of a Black Country NHS Trust initiative to support people experiencing ‘Severe Mental Illness’ to access debt and welfare benefit advice, which will run in parallel with our existing services. For this project Advisers from Ablewell Advice and Citizens Advise Sandwell & Walsall are working together.

The post holder would work 3 days per week (Mon, Wed, Friday) at Ablewell’s offices and some hours on 2 days per week from home (exact hours will be agreed with the successful candidate).

The successful candidate’s duties would include:

* Being first point of contact for all people referred to or using the service - in person or by telephone/email – triaging access and advice needs.
* Maintaining effective communication and coordination between Mental Health specialist referral agencies, Ablewell Advice and Citizen’s Advice Advisers, Ablewell Advice office and clients
* Co-ordinating and maintaining efficient and professional office systems and administrative support to the delivery of SMI project services

We are seeking someone who:

* Is trustworthy and comfortable with handling confidential information
* Enjoys working as part of a small team
* Is flexible and adaptable
* Has experience of working in a client-facing role
* has awareness of and is sympathetic to the Christian ethos of our organisation.

For an application pack, or if you have any queries, please email Andrew Beattie at abb4aac@gmail.com.

**Closing date: 12 noon on Monday 26th June 2023** (we reserve the right to close this vacancy early should we receive a large number of applications)

**The interviews for shortlisted candidates will be held in the week commencing Monday 3rd July 2023.**

Ablewell Advice Walsall, The Central Hall, Ablewell Street, Walsall WS1 2EQ www.ablewelladvice.org.uk