

May 2024

Dear Colleague

Campaigns Coordinator

Thank you for interest in this new role of Campaigns Coordinator at the Welfare Benefits Unit for a two-year project funded by Lloyds Bank Foundation, looking at understanding the impact of local welfare support on claimants and influencing the current and future design and take up of discretionary welfare provision. Please find enclosed:

- WBU Vision, Purpose, Key Priorities and Values
- Job Description and Person Specification
- Terms and Conditions
- Application form
- Equal Opportunities monitoring form
- 2022/23 Annual Review

The role will involve working with a collaboration of project partners (Age UK, Citizens Advice York, Peasholme Charity, University of York, York Foodbank and City of York Council) to pull together the data to provide city-wide evidence, convene meetings of the bi-monthly forum, keep the website up to date, help with marketing and lead the drafting/dissemination of project outputs.

We are looking for an experienced project officer with current knowledge and understanding of the key issues facing the VCSE sector in this difficult financial climate, a keen interest in welfare rights benefits or the advice sector and awareness of anti-poverty policy and discourse.

If this sounds like you, we would love to have an informal chat with you about the role and tell you more. Please contact karenweaverconsulting@gmail.com to arrange a telephone call.

Welfare Benefits Unit is committed to improving the diversity of our workforce. We encourage and welcome applications from candidates from all backgrounds, particularly from Black, Asian and Minority Ethnic and Refugee, LGBTQ+ communities and/or disabled people who are currently under-represented within our organisation.

All candidates who have a disability and who meet the minimum criteria for the role will be offered an interview.

If you need any additional support in order to apply, please let us know and we will do our best to support you.

Completed application forms should be returned to karenweaverconsulting@gmail.com no later than 21 May 2024.

Interviews will take place week commencing 3 June 2024.

Yours sincerely

Tom Meares

Chief Executive