

**Details of vacancy**

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| **Job Role**  | **Benefits Service Advisor**  |
| **Job description** | Responsible for delivery of information, advice and guidance on Carers Allowance, Disability Living Allowance (DLA) and Personal Independence Payment (PIP) to parent-carers of children and young people with special educational needs and disabilities (SEND) in West Sussex |
| **Working Hours** | 17.5 - 21hrs pw |
| **Salary** | £27,000 pa FTE (actual salary up to £16,200 gross pa) |
| **Closing Date for applications**  | Monday 6th October 2025 at 5pm |
| **Interview date** | Thursday 16th October 2025  |
| **Return applications to**  | Jobs@reachingfamilies.org.uk  |

**Personal details**

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| **Name of applicant:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Contact number:** | Click or tap here to enter text. |
| **Do you have the right to work in the UK?** (proof will be required on offer of employment, e.g. UK Passport ) |
| Yes [ ]  No [ ]  |
| **Please let us know below if you require any reasonable adjustments to the application or recruitment process due to any disability or health requirements**[ ] **.** |
| Click or tap here to enter text. |

**Education and Further Training**

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| **Name of Setting** | **Date from/to** | **Qualification/s** | **Grade** (if applicable) |
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**Current Employment**

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| **Name and address of current/ most recent employer** | Click or tap here to enter text. |
| **Job Title** | Click or tap here to enter text. |
| **Salary** | Click or tap here to enter text. |
| **Dates from and to** | Click or tap here to enter text. |
| **Main responsibilities and duties** | Click or tap here to enter text. |
| **Reason for leaving** | Click or tap here to enter text. |

**Employment History (please include details of any gaps in employment)**

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| **Name of Employer** | **Job Title** | **Dates from and to** | **Main responsibilities and duties** |
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If you have any further details you want to include please add in the ‘Further Information section’

**Supporting statements**

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| **Why do you want to work for Reaching Families? Max 300 words** |
| Click or tap here to enter text. |

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| **Please share with us why you feel you are right person for this role, including how you meet the required person specifications as stated on the Job Description? Max 600 words** |
| Click or tap her to enter text. |

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| **This role will include some travelling and transporting resources to various locations across West Sussex. Some of these locations are not easily accessible by public transport.** **Please share with us how you intend on navigating this.** |
| Click or tap here to enter text. |

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| **It is essential that the successful candidate has IT experience. We use the following programmes:** **MS Office 365 including SharePoint and One Drive as well as CRM database Charitylog, Zoom and Microsoft Teams. Please share which of these you have experience in using and how.** |
| Click or tap here to enter text. |

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| **When would you be available to start/ what is your notice period?** |
| Click or tap here to enter text. |

**Further information**

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| **Please use this space to share any further information on employment, training or any other supporting information.** |
| Click or tap here to enter text. |

**DBS Check**

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| Please note an enhanced DBS check is required for this role.  |
| I understand and accept that an enhanced DBS will be carried out prior to employment [ ]  |

**Equality and Diversity**

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| We want to meet the aims and commitments set out in our equality and diversity policy. This includes not discriminating under the Equality Act 2010. We want to build an accurate picture of our reach in recruitment in encouraging equality and diversity. If you choose to share with us, please follow the link below. Please note that no identifiable information is required in order to protect your anonymity.**Please use this link to complete:** [**Equality and Diversity Monitoring**](https://survey.zohopublic.eu/zs/lsEFsM) |

**References**
**We may contact your referees prior to an employment offer. We will not ask your current employer until we get your permission.**

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| **Reference 1 - From most recent** **employer** |
| Name | Click or tap here to enter text. |
| Job title | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| **Reference 2** |
| Name | Click or tap here to enter text. |
| Relationship/ Job Title | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

**Declaration**

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| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in a retraction of employment offer or dismissal. |
| **Name** | Click or tap here to enter text. |
| **Signature** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |