

Work for **LANCASHIRE WOMEN**

Registered Charity: 1100976

**Job Title:
Money Advisor**

**Closing Date:
Tuesday 5th May**



Who We Are

Lancashire Women are a leading charity with the core vision of creating a Lancashire where all women are valued and treated as equals.

With over four decades of experience, Lancashire Women work from our mainly women centres to provide safe, dedicated space for women across the county. We bring together a number of services under one roof- all designed to support women who at any one time may be dealing with a range of issues including: social isolation and exclusion, homelessness, poverty, mental ill-health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs.

Our delivery draws upon three decades of practical experience in supporting women, and is an approach recognised nationally for its effectiveness and impact.



Our Values

We believe our values need to be translated from the ideals we profess into tangible behaviours which can be operationalised and measured. This way, our teams know and understand how best we can achieve the outcomes and change for the women we work with. Our commitment is to ensure everyone in LW knows and understand the part they have to play and how they can bring our values into their work.

Empower

We work to build on the strengths that all women & girls have, so that they can become more confident; especially in controlling their own life and claiming their rights.

Non-judgemental

We accept each woman exactly as they are and genuinely make no moral judgement about their situation.

Creative

Creative in our approach to supporting women & girls and seeking solutions with them for the challenges.

Collaborative

We know we learn more and can achieve more when we work together.

Honest

We try to be real with all the women & girls we work with so they can have choices about their lives, knowing that they will need courage to make changes that will benefit them and those around them.

About This Role

Job Title: Money Advisor

Reporting to: Team Lead

Salary: SP22 £25,944.51 - SP26 £28,693.82 per annum pro rata

Hours: Up to 37 hours per week

Location: Centre based, Preston & East Lancashire

Contract: 12 months, subject to further funding

Overview

We are seeking a compassionate and motivated Money Advisor to join our established Advice Team. This role is central to supporting people who are often facing significant financial stress alongside other life challenges.

- Qualified Money Advisors
- People with relevant experience who demonstrate strong values, people skills, and a commitment to training for the role.

You will have a main base location but will be expected to travel to other Lancashire Women centres across the county to meet service needs. All agreed travel expenses are paid.

Roles & Responsibilities

You will work directly with women to provide accessible, trauma-informed money advice that supports both immediate financial concerns and longer-term stability.

Key responsibilities

- Providing face-to-face, one-to-one money advice, including debt, budgeting, benefits, and energy advice, in a non-judgemental and client-led way
- Supporting women who may be experiencing domestic abuse, mental ill-health, or other forms of disadvantage, working at their pace and prioritising safety, trust, and choice
- Completing financial statements, debt option assessments, benefit checks, and referrals, ensuring women feel informed and supported in decision-making
- Working closely with Lancashire Women's energy advisers and handy women, including arranging home visits to support practical energy-saving measures
- Maintaining clear, accurate, and trauma-informed case notes using CRM systems, while adhering to GDPR and confidentiality requirements

- Co-delivering group workshops and outreach sessions on money management, debt, and energy costs.
- Signposting and referring women to other Lancashire Women's services, including employment advice and mental health and wellbeing support
- Attending networking and community events to promote advice services and raise awareness of financial and energy support options
- Working flexibly across centres and contributing positively to the wider Advice Team
- Training and Development
- A recognised money advice qualification or 2 years' experience is desirable; however, we are happy to train the right person.
- We provide:
 - Ongoing supervision and support
 - Access to accredited advice qualifications
 - Training in trauma-informed practice and energy awareness
 - Opportunities to develop skills alongside an experienced, supportive team

Person Specification

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

1.	Experience working with people experiencing disadvantage, vulnerability, or complex needs	Essential
2.	Excellent communication and people skills, with the ability to build trust and rapport	Essential
3.	Ability to work in a trauma-informed, empathetic, and non-judgemental way	Essential
4.	Good everyday maths and IT skills, including confidence using CRM systems	Essential
5.	Well-organised, with problem-solving skills and attention to detail	Essential
6.	Willingness to travel between Lancashire Women centres	Essential
7.	Money advice, debt, or benefits advice qualification (or willingness to work towards one)	Desirable
8.	Experience of debt, benefits, or energy advice	Desirable
9.	NEA Level 3 Energy Awareness qualification or willingness to train	Desirable
10.	Knowledge of Lancashire and its communities	Desirable

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

Employee benefits include:

- A chance to work in a rewarding, ethical and agile environment where every day you are making a genuine difference to the lives of women and girls across Lancashire.
- Employer Pension Scheme.
- Wellbeing support.
- Access to range of support services such as money advice etc.
- Flexible working/work life balance.
- Access to a healthcare plan.
- Birthday day off every year.
- Childcare vouchers/ salary sacrifice.
- An opportunity to work in an Organisation where you are truly valued and integral to our every day operations.
- Be involved in an organisation which puts service users and co design at the centre of all we do.

What our team think:

- *'I began to volunteer and immediately felt at home. I changed my study plans and applied for the role.'*
- *'I joined as a volunteer which opened the opportunity for a paid role. I wanted to be part of the support LW offers to make the difference in society, and have not looked back. LW offers great flexibility and home work life balance.'*
- *'I had heard about LW so many times and not once was there a negative comment. This prompted me to see what they were about and i must say i am not disappointed.'*
- *'Team work is the core. We are supportive of each other, pro-active and work well together'*

Apply now!

<https://lancashirewomen.org/about-us/careers>

Please download:

- **Application Form VI**
- **ID Monitoring Form VI**
- **Equality Diversity Form VI**

Send completed forms to:
recruitment@lancashirewomen.org

Closing Date: 05/05/2026

Interview Date: 12/05/2026



Help make a difference to the lives of women across Lancashire.