

TEMPORARY JOB VACANCY



MAC ADVISOR – PART TIME MATERNITY COVER

Job Title	MAC Advisor – Maternity Cover
Hours	15 hours per week (2 days)
Working Days	Wednesday plus one other day to be agreed with successful applicant
Salary	£ 12,324 per year
Pension	5% matched employers pension contribution
Contract	Maternity Cover – 9 months
Paid Holiday	100 hours per year (including Public Holidays)
Location	Employed at The Atkins, Lower Bond Street, Hinckley, LE10 1QU but working remotely in communities throughout Leicestershire & Rutland.

Job Brief

In the role you will join an existing team delivering our Mobile Advice Centre (MAC) project within communities throughout Leicestershire & Rutland. Forming part of our team of advisors you will deliver on all areas of the project including providing 1 to 1 advice and keywork; promoting the project in group and community settings; driving and maintaining our MAC vehicles; project administration; undertaking doorstep/home support visits to isolated clients; distribution of information and resources; and liaising with project partners.

Although the role will accommodate some home or office working, your working hours will predominantly be undertaken in the community (all areas of Leicestershire & Rutland).

Job Responsibilities

1. Provide high-quality, confidential advice and information to clients within our Mobile Advice Centre(s) and other community outreach locations
2. Assess clients' needs and deliver accurate information, advice and guidance on Cadent priority issues:
 - a. Warm and safe homes (including referrals to Cadent Services Beyond the Meter)
 - b. Carbon Monoxide safety (including distribution of CO monitors)
 - c. The Priority Services Register (including direct/supported sign-ups)
 - d. Ways to save money on utility bills (including distributing items supplied by Cadent)
3. Assess clients' needs and deliver accurate information, advice and guidance on RCC priority rural issues including transport; banking; digital access; mental health; volunteering; employability
4. Signpost and refer clients to specialist internal or external agencies where required (including the Services Beyond the Meter team at Cadent)
5. Provide 1 to 1 keywork to clients that need extra support and guidance to make the most of the information and resources MAC can provide to them. Keywork will be delivered at our MAC vehicles, on client doorsteps, and/or via telephone, messages, or online
6. Deliver advice in an accessible, inclusive, and non-judgemental manner to individuals from diverse backgrounds
7. Prepare the Mobile Advice Centre vehicles for service delivery, including fuelling, cleaning, set-up, stock checks, and ensuring a safe and welcoming environment
8. Drive our MAC vehicles including to different community locations and events according to the service schedule. This will include collection and drop off of vehicle(s) from our parking facility and/or parking the vehicle at/near your home address (for practicality)
9. Promote the project and reach potential clients by engaging with existing community networks, events, and groups. This will include both online and face to face engagement
10. Work collaboratively with colleagues, volunteers, and partner organisations to deliver effective outreach services through MAC
11. Undertake project administration tasks to ensure the efficient planning, delivery, and monitoring of the MAC project and complete other RCC delivery and/or administrative duties as delegated
12. Keep knowledge up to date through training, research, supervision, and continuing professional development

Personal qualities

To be appointed into this role will require you to demonstrate that you are:

1. Connected – a good communicator, who can actively listen and provide information to individuals in a clear, calm, and concise way.
2. Adaptable – someone that is flexible with regards to working location and time, and that can adapt your approach to work well within an established team and to get the best out of the people and groups you are working with.
3. Resourceful – a self-motivated person that can take ownership of the project and ensure our charitable resources are used to maximum effect.
4. Empathetic – able to put yourself in someone else's shoes and see the world from their perspective.

How to apply

To apply please complete an application form via the link below:

<https://forms.cloud.microsoft/e/7RLaWUBfMSby>

Applications must be received no later than 9am on Monday 28th September 2026

Shortlisted applicants will be invited to an interview to be held at our office in Hinckley week commencing 5th October 2026.

**MATERNITY COVER APPLICATION
FORM**

