

Independent Lives is delighted to announce that we have a new vacancy for a Direct Payments Assistant Manager.

Salary: £31,006.45 per annum

Hours: 37.5 hours per week. Monday - Friday starting at 8am

Type of contract: Permanent

Location: The role is office based in Worthing, with occasional travel required around West Sussex and Croydon

Reporting to: Head of Direct Payments and Personalisation

The overall purpose of the role is to oversee the day-to-day delivery of Independent Lives' Information & Advice team who offer information, advice, support, and training to Direct Payments employers and personal assistants by telephone. Ensuring that the service meets the highest quality standards.

This is a rewarding role with an organisation that prioritises a fair, equal, and supportive culture. We welcome applications from black and minority ethnic candidates and have an inclusive culture in which diversity and mutual respect is the norm.

As a Disability Confident and Mindful employer, we offer a guaranteed interview scheme to applicants who have a disability and meet the mandatory requirements set out in the person specification.

Click here to apply today: <https://www.independentlives.org/current-vacancies>