

Full Job Description

PAPERWEIGHT BRIGHTON COORDINATOR

BACKGROUND

The Paperweight Trust is the dedicated Jewish Community's Advice Centre, providing free, personalised guidance with compassion, expertise and direction. We provide practical, hands-on support to individuals navigating complex life challenges – bringing clarity, relief and renewed hope where there was once confusion or despair. Our services are always confidential, impartial, non-judgemental and entirely free of charge. Support is available in person or remotely, depending on your needs.

We assist with a wide range of issues, including but not limited to: finance & debt (FCA accredited); post-bereavement practical support; civil law (e.g. employment, landlord and tenant); family law (e.g. divorce); advocacy; eldercare; welfare & benefits; bureaucracy & general administration; paperlite - our monthly support service.

Paperweight services rely on our dedicated volunteer Caseworkers who help clients unravel complex issues and find solutions to seemingly intractable problems.

Our Head office is based in London, and we have offices in Leeds, Gateshead and Manchester as well as satellites in other provinces. We are now continuing our expansion in Brighton.

The **Paperweight Brighton Coordinator** is a new position and will be working alongside the National Services Coordinator, based in London, to shape and develop the branch; help run logistics of the local services and assist in building the Brighton Caseworker team so clients can be seen face-to-face.

DUTIES TO INCLUDE:

- The Coordinator will connect with other local organisations and Synagogues in Brighton, promoting Paperweight's work.
- Helping the National Services Coordinator to recruit Caseworkers from Brighton, Hove and the surrounding areas, which is crucial in enabling Paperweight Brighton to offer face-to-face services.
- Liaise with clients contacting the Coordinator and direct all clients to Paperweight's National Helpline where assessments and allocations will be processed.
- Until we build up a team of Caseworkers in Brighton, clients will be serviced by remote sessions with Caseworkers in other parts of the country, although the aim is to be able to provide personal face-to-face case working, as this method is the most effective way to engage with and help clients.
- The Coordinator will also be trained as a Caseworker in such essential case-working skills as form-filling; advocacy; budgeting; basic welfare benefits and will act as a Caseworker on occasion.
- Working with Paperweight's Director of Operations to coordinate and set up training sessions for Caseworkers.
- Scheduling the use of the BJNC Community Office, which we share with other local welfare organisations.

INDIVIDUAL'S QUALITIES:

We are looking for an individual who:

- Possesses common sense and is proactive, motivated, efficient and organised.
- Can deal with vulnerable clients with kindness and compassion, exhibiting a calm disposition.
- Has a passion for, and enjoys, social action and making a difference to society.
- Likes to advocate for people and does not get intimidated by bureaucracy.
- Will gain the trust and confidence of our clients from the outset and likes explaining complex ideas clearly so that people understand them.
- Will always act within strict parameters of confidentiality and happy to be trained in the guidelines of GDPR, along with Paperweight's ethos and values.
- Having a welfare/social work/charitable/synagogue background would be of benefit and helpful but is not essential.
- Understanding, and possible experience of, the Brighton Jewish welfare infrastructure will be an advantage.
- Has good computer skills
- Has experience of CRM databases and open to receiving further training.
- May be studying; working part-time; either semi-or fully retired and is seeking a fulfilling and rewarding role.

TRAINING:

- Paperweight offers robust initial and ongoing training as well as providing back-up within a support system of professional caring staff.

WORKING HOURS/LOCATION/REMUNERATION:

- The role will initially be between 6 - 8 hours per week.
- Timing is flexible, rather than a set number of hours per day.
- There may be occasional evening or weekend work.
- The job will be remote in Brighton or Hove, or office-based (BNJC Community Centre) depending on the task at hand.
- Remuneration will be £5,000 per annum.

WHAT'S NEXT?

- If you would like **further information**, or an **informal chat** about this position, please email Andrea, National Services Coordinator: andreasilverman@paperweight.org.uk or call 020 3841 8253.
- Please email recruitment@paperweight.org.uk or click [here](#) for an **application form**.
- Please return applications to recruitment@paperweight.org.uk. Closing date: Friday 18th July 2025.

Please note all recruitment is subject to two satisfactory references and an enhanced DBS check.