



## GURKHA WELFARE ADVISOR

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We are currently seeking a Gurkha Welfare Advisor to support the Gurkha Welfare Officer in the detailed coordination of welfare support for retired Gurkhas and their dependants in UK.

<b>Role</b>	Gurkha Welfare Advisor
<b>Place of Work</b>	Gurkha Welfare Advice Centre Salisbury and Gurkha Welfare Advice Centre Aldershot
<b>Salary</b>	£25,000 - £27,000 per annum
<b>Contract Type</b>	Permanent
<b>Hours of Work</b>	Full-time (37.5 hours with an hour unpaid break for lunch)
<b>Probation</b>	Six months
<b>Annual Leave</b>	25 days plus Bank Holidays
<b>Pension</b>	The Trust runs a contributory pension scheme where it will double match your contribution up to a maximum of the Trust contributing 10% of your salary
<b>Private Health Insurance</b>	Upon successful completion of the probationary period, the Trust will fund the cost of private medical insurance equivalent to BUPA Heartbeat
<b>Application Deadline</b>	<b>17 February 2019</b>

Interviews will take place at the Trust's head office in Salisbury on **Wednesday 27 February 2019**.



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## RESPONSIBILITIES

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The role's primary responsibilities will be as follows:

- Providing first response to requests for welfare support.
- The detailed investigation of cases, including the verification and requests of Service records and liaison with relevant agencies in Nepal as required.
- Conducting case interviews, outreach surgeries and visits where necessary, and writing welfare visit reports.
- Maintaining case files and other records as necessary in support of the Centre's welfare registry.
- Liaison with representatives of Service charities and other agencies in support of requests for welfare assistance, to include the provision of advice on cultural matters and assisting with interpretation as necessary.
- Supporting the Trust's Gurkha Welfare Officer in his responsibilities as the Trust's liaison officer for Gurkha communities, charities and organisations in UK.
- Ensuring the efficient and effective processing of all welfare-related enquiries including conducting interviews/visits as necessary.



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## PERSON SPECIFICATION

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The ideal candidate for this role will be able to demonstrate the following qualities, qualifications and skills:

- Knowledge of Gurkhas, and of Nepal and its culture;
- Fluency in English and Nepali languages with excellent spoken and written communication skills;
- Attention to detail with proven organisational and administrative skills;
- IT skills; and,
- Integrity, initiative and flexibility with a courteous and approachable personality.
- Experience of Service welfare work and knowledge of Service and civilian welfare systems including roles of ABF The Soldiers' Charity, TRBL and SSAFA would be desirable.



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## QUERIES

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If you have any questions over the job description or terms and conditions, please get in touch with us:

**Telephone:** 01722 343111

**Email:** [gary-gwac@gwt.org.uk](mailto:gary-gwac@gwt.org.uk)

**Applicants should send a CV and Covering Letter to our HR team at [bishnupun@gwt.org.uk](mailto:bishnupun@gwt.org.uk) or by post to:**

HR  
The Gurkha Welfare Trust  
PO Box 2170  
22 Queen Street  
Salisbury  
SP2 2EX

## Deadline

The closing date for application is 17 February 2019.

## Interview Process

Interview will take place in Salisbury on Wednesday 27 February 2019.