

# Moving Up On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent housing.

**Employer:** NSL

**Location:** Eastbourne, Lewes or Hastings

**Role:** Civil Enforcement Officer

**Hourly pay rate:** £9.18 p/h

**Hours of work:** Full time or Part time. Flexible. Shifts between 7.45am & 22.15pm

**Qualifications:** Customer Service Level 2 & Certificate in Conflict Management

## What is the job?

Civil Enforcement Officers are the eyes and ears of the local community, patrolling areas, providing advice to residents, and members of the public, whilst enforcing road traffic orders and issuing parking fines. You will play a significant role in reducing traffic congestion and improving air quality through the enforcement of parking restrictions.

Your day will be spent, mostly outside, in all weathers, walking up to 10 miles per day, so please consider this before you apply.

You will be dealing with members of the public face to face, so customer service must be something you enjoy, sometimes in difficult situations.

## What skills do I need?

You must enjoy dealing with people, be friendly polite, and willing to offer support, advice and assistance to colleagues and customers.

PC skills would also be an advantage, as you will be using a handheld device daily. If you can use a mobile phone, you will be able to confidently use the handheld device.

## What attributes or other qualities do I need? Top 3 attributes for this post are:

1. Enjoy working outdoor
2. Have great communication skills
3. Enjoy helping people

## What experience do I need?

- No previous experience required.



### What Else does the job offer?

- The option to gain CVT scooter licence (paid for by NSL)
- Discrete mentor support from NSL
- Career development opportunities

### Additional information:

NSL will carry out a DBS check as part of their recruitment process (paid for by NSL)

You will need ID, either a full birth certificate or passport

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments on the Moving On Up programme, please email: [movingonup@sussexcommunity.org.uk](mailto:movingonup@sussexcommunity.org.uk)  
Please note that referrals must be made by a support worker or other professional who supports you.