**AIRDRIE CITIZENS ADVICE BUREAU**

**SERVICE DEVELOPMENT MANAGER**

**Salary:** £26,000 – £29,000 Pro rata

**Hours:** Part-time, 21 hours per week

**Contract:** 18 – 24 months subject to funding

**Location:** Airdrie Citizens Advice Bureau

Airdrie CAB is looking for a highly motivated person with strong business management skills focusing on service development, fundraising and sustainability. The successful candidate will have an enthusiasm and innovative approach to developing services in line with the Bureau’s strategic priorities and an interest in or experience of the third sector.

You will be self-motivated, results driven and have excellent interpersonal skills. The post requires excellent organisational skills, strong written and verbal communication and effective time management.

You will have a proven track record of fundraising. You will focus on business and project development and achieving financial sustainability. You will be committed to partnership working and developing networking relationships with stakeholders and partners. You will have experience in building marketing strategies to raise the Bureau’s profile.

Please return your completed pack marked Private and Confidential by post or email to:-

Email: [recruitment@airdriecab.casonline.org.uk](mailto:recruitment@airdriecab.casonline.org.uk)

Address: F.A.O Bureau Manager, Airdrie CAB

14 Anderson Street

Airdrie

ML6 0AA

Telephone: 01236 757326 for any enquiries.

The closing date is midnight 23rd May 2018

Interview date to be confirmed