Renfrewshire Citizens Advice Bureau was formed in the late 1970’s and became a Charitable Company Limited by Guarantee in 2005. It is a member of the nationally recognised brand Citizens Advice Bureau (CAB) and continues to respond and develop to the needs of our community. The organisation is also a member of Citizens Advice Scotland (CAS). The twin aims of the service are:

* To provide the advice people need for the problems they face
* To improve the policies and practices that affect people’s lives.

Renfrewshire CAB is well placed to recognise trends, identify particular needs or lack of services for specific groups.

Through a small team of staff and over 40 volunteers, the bureau provides a free, confidential, independent and impartial service for our community on a wide range of issues including:

* Debt and money
* Welfare Rights
* Consumer issues
* Immigration
* Employment and workforce problems
* Housing
* Relationship and family issues
* Discrimination
* Health services
* Legal, including Sheriff Court Representation

Renfrewshire CAB is a trusted and well-respected organisation. It enjoys high levels of client satisfaction and the excellence of its training programme is widely recognised. Its volunteer workforce and paid staff are fully committed and strive, with limited resources, to provide the advice sought by thousands of clients each year.

Over the past year Renfrewshire CAB dealt with enquiries relating to a wide range of issues and obtained significant financial gains for clients.

We are currently recruiting for a Bid Writer with Social Media Connectivity experience to join us 21 hours per week on a fixed term basis for 1 year (possible extension subject to funding), to promote RCAB to all stakeholders and make relevant funding applications to help RCAB achieve its key aims and objectives.

Applicants for the post should be under no illusions about the extent of hard work and pressure involved in this challenging, interesting and rewarding job. All CAB posts demand a high level of commitment and will involve a flexible approach to working. No overtime payments are made, but time off in lieu is given. Expenses are reimbursed for travel and other approved activities.