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 the 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 team of staff and over 30 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 offers excellent training for staff and volunteers. Its volunteer workforce and paid staff are fully committed and strive to provide the advice sought by thousands of clients each year.

The Fair Work Project’s principal aim is to reach out across Renfrewshire and ensure that no worker suffers through ignorance of their rights or a lack of ability to ensure their rights are observed. The Project launches as furlough ends and it is anticipated employment enquiry volumes will increase at the Bureau. The project commences as soon as possible following recruitment of staff.

We are currently recruiting for a Employment Advice and Representation Project Officer to join us 35 hours per week on a fixed term basis to 30th September 2023 (extension subject to continued funding).

Applicants for the post should be prepared to work hard in a pressured environment, and be looking for a challenging, stimulating and rewarding job. All CAB posts demand a high level of commitment and will involve a flexible approach to working. Expenses are reimbursed for travel and other approved activities.