**Generalist Adviser/Outreach Worker - Drumchapel Citizens Advice Bureau**

Closing date Friday 17th August 2018

Interviews wc Monday 27th August 2018

Location Drumchapel, Glasgow :

Hours per week 17.5:

Salary £11,575.22 (£23,150.44 pro rata)

Duration Fixed Term to 31 March 2019 (funding dependent)

**About the job:**

Drumchapel Citizens Advice Bureau is looking for a highly motivated person with the drive and enthusiasm to ensure the provision of a quality advice and information service to the public.  We are an established Citizens Advice Bureau with a solid reputation for delivering well-managed, proactive, quality assured services, directly and in partnership with statutory and voluntary sector agencies.

The successful candidate will demonstrate the skills and commitment to provide a quality of advice service to the community we serve. They will have a successful track record in a fast paced CAB environment, communicating and liaising with various local organisations, delivering advice and information services to clients, and will have completed CAB adviser training.

We expect candidates to be self-motivated, results driven; passionate about social justice, have excellent teamwork, communication and organisational skills, be computer literate with a commitment to continuous improvement.

They will have an understanding of the importance of excellent customer services and have a commitment to equality and diversity.

**How to apply:**

You can download an application pack from the links below or obtain and return applications to Laura McMahon no later than noon on Friday 17th August 2018.

Email:             [laura.mcmahon@drumchapelcab.casonline.org.uk](mailto:laura.mcmahon@drumchapelcab.casonline.org.uk) Telephone:    01419444817

Address:        195C Drumry Road East, Drumchapel, G15 8NS

**About the employer:**

Drumchapel CAB strives to be an Equal Opportunities employer.

Drumchapel CAB is a charity registered in Scotland No. SC015207

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