

- Full time 37 hours per week
- Based in Winsford (will require travel across district)
- Salary: Scale 6 (£23,398 pa)

### **The organization**

Citizens Advice Cheshire West is the largest independent provider of generic advice within the district. With four separate offices across the district and over 100 volunteers and employees we provide free, impartial advice and information on a wide range of issues.

### **The opportunity**

We have an exciting new opportunity within our Volunteer Service Team to support our volunteer teams, developing and delivering effective volunteer recruitment, engagement and retention. You will work closely with the Volunteer Service Manager, Advice Centre Team Leaders and Training Officer to ensure our volunteer teams are effective, engaged and sustainable in order to meet the ever increasing demand for our services.

### **The ideal candidate**

You will have proven experience of recruitment and engagement ideally from within the voluntary sector. This is a forward thinking, energetic role with an emphasis on sustainability, teamwork and innovation. You will need experience of supervising staff and/or volunteers and you will have a strong mix of interpersonal, communication and IT skills. Experience of the Citizens Advice service as a volunteer or paid member of staff would be an advantage.

### **What we offer**

As an employer we offer flexible working (subject to approval and business needs), enhanced holiday entitlement, and subject to successful completion of a probation period, enhanced sick pay. We provide support, coaching and mentoring, and encourage staff to have autonomy in their work.

### **Applications**

To apply please visit our website [citizensadvicecw.org.uk/vacancies/](http://citizensadvicecw.org.uk/vacancies/) or contact Nicki Berg on 01606 815266 or [nicola.berg@citizensadvicecw.org.uk](mailto:nicola.berg@citizensadvicecw.org.uk) for an application pack.

The application deadline is 5pm on the 27th June 2018.

Interviews will be held week commencing the 2nd July 2018.

**Citizens Advice Cheshire West is committed to equality and diversity and welcomes applications from all sections of the community.**

**Citizens Advice Cheshire West treats your personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice at [www.citizensadvicecw.org.uk/vacancies](http://www.citizensadvicecw.org.uk/vacancies)**