

## ADVERT

### **Volunteer Development Lead – South West Aberdeenshire Citizens Advice Bureau (SWACAB)**

**Fixed term to the 1st of December 2028, subject to funding renewing annually.**

- > **Job Title:** Volunteer Development Lead
- > **Location:** Westhill with travel across territory and occasional travel more widely
- > **Hours per week:** 21 hours per week
- > **Type of contract:** Fixed-term, subject to annual funding renewal
- > **Salary:** £15.90 per hour
- > **Closing Date:** 20<sup>th</sup> January 2026.
- > **Interviews:** Week of 2<sup>nd</sup> February 2026

### **Employee benefits**

SWACAB offers excellent terms and conditions, including a total of 28 days leave and a pension scheme with an 5% employer contribution (after probation). SWACAB is an inclusive employer considering flexible working arrangements where appropriate.

### **How to apply**

Please download the application pack and return completed to Louisa Gallacher [Louisa.Gallacher@swacab.org.uk](mailto:Louisa.Gallacher@swacab.org.uk) or by post at South West Aberdeenshire Citizens Advice Bureau, Suite 2, First Floor Offices, Westhill Shopping Centre, Old Skene Road, Westhill, AB32 6RL.

Please note that this post is subject to a satisfactory Level 1 Disclosure check.

### **Equality & diversity monitoring**

To help South West Aberdeenshire Citizens Advice Bureau monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form separate from your other application documents by emailing it to: [Margaret.Shepherd@swacab.org.uk](mailto:Margaret.Shepherd@swacab.org.uk)

### **About our Bureau**

South West Aberdeenshire Citizens Advice Bureau is a Charity registered in Scotland (No. SC037679) and was incorporated as a Company Limited by Guarantee (No. SC365959) in September 2009. Authorised and regulated by the Financial Conduct Authority FRN 617487. ICO Registration Z1946138.

Registered Office: Suite 2, First Floor Offices Westhill Shopping Centre, Old Skene Road, Westhill, Aberdeenshire, AB32 6RL

Our vision is for a Fairer Scotland where everyone has the advice and information they need to realise their rights, and that the barriers to accessing those rights are effectively challenged.

South West Aberdeenshire Citizens Advice Bureau serves a diverse geographic area spanning from Westhill to Braemar, covering approximately 1,200 square miles with a population of around 58,000 residents across multiple small towns and villages.

We are a volunteer-led organisation.

We provide free, impartial, confidential, impartial, and accessible advice to people, providing up to date advice on Benefits, Consumer, Debt, Food Poverty, Education, Employment, Money Advice, Housing and Utilities.

### **About the Job**

This is a new position, made possible by generous funding support from the Bank of Scotland Foundation, and the postholder will be responsible for leading on our volunteer recruitment, training, and support work. This role provides a fabulous opportunity to be part of a team that makes a real difference to people's lives every day, enabling local communities to be part of a community service. This position will be managed by our Deputy Manager.

### **Responsibilities**

The role will support our vision of being a volunteer led Bureau. Responsible for developing a range of learning, systems and resources identified through our volunteer strategy and through collaboration with others.

The overarching aims of the role is to support the Bureau:

- recruit, retain and support diverse volunteer roles.
- embed a future proofed model to volunteering that increases a range of accessible volunteer opportunities.
- attract a more diverse range of volunteers, to support the network to continue their work to be an inclusive volunteer network.
- ensure volunteers are supported to have the best experience.
- Gather evidence of impact that volunteering makes.

The postholder will lead and contribute to areas of development that includes resources and opportunities to recruitment, retention, and well-being of volunteers. In collaboration with Citizens Advice Scotland Volunteer Development Team, you will ensure best practise in volunteer management and contribute to research and development, as appropriate. You will engage with external partners and support and/or lead facilitation at meetings, events, and workshops.

This role offers the opportunity to work at the heart of supporting our Bureau's mission and to make an invaluable contribution to citizens lives.