

South West Aberdeenshire Citizens Advice based at Westhill is looking for an enthusiastic person with willingness to be involved in helping our Charity with HR and personnel matters.

What will you be doing?

Duties and responsibilities may include the following according to strategic priorities or circumstance.

- Assist in development of HR / People policies as required.
 - Offer guidance on Staff Contracts and Conditions.
 - Offer guidance on Recruitment, Job Descriptions.
 - Ensure our Charity is compliant with statutory employment legislation.
 - Offer advice to the Board on general personnel matters as they arise.
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What are we looking for?

Previous knowledge or experience of HR function in either a corporate environment or 3rd sector.

People Management skills to be able to work effectively with a cross section of staff and volunteers from diverse backgrounds.

Networking ability.

What difference will you make?

Our trustees are vital in supporting our work by ensuring we have the resources that underpin delivery of our services.

What's in it for the volunteer?

Being involved at the centre of a leading local charity that makes a difference to the lives of people.

Enhancement of CVs by gaining new skills and non-executive board experience.

Being part of an organisation supported by a national network that provides support and developmental opportunities.

Working with people from diverse backgrounds and being part of a friendly and professional team.