



Job: Training Officer
Hours: 35 Hours per week.
Type of contract: Fixed-term contract to 30th June 2023
Salary: £25,000 per annum
Base: CAB West Lothian

The role

Increasing volunteering – CAB Network

Citizens Advice Bureau West Lothian, in partnership with Motherwell & Wishaw CAB have secured funding to “to develop a digital volunteer recruitment and training programme which can be implemented flexibly in partnership with bureaux across our network, maximising volunteer engagement while sharing resource and expertise”

This will be a 2 year project and will employ a full time Coordinator and 2 full time Training Officers to work with Bureaux across our network. The Coordinator and one of the Training Officer have already been appointed.

About the job

CAB West Lothian is seeking an experienced Training Officer to work with members of the CAB network to deliver training support for the recruitment of volunteer advisers.

This is a new and exciting role for candidates who are highly motivated and enthusiastic, with a commitment to the CAB ethos and volunteerism. The post requires excellent organisational and communication skills and successful candidates will have experience of working and supporting volunteers and have experience of delivering training using virtual platforms to a wide range of audiences.

Experience of advice delivery in a CAB setting would be advantageous.

Application notes

For further details and information on how to apply,

email: enquiries@cabwestlothian.casonline.org.uk

Closing Date: Friday 27th August

Interviews: w/c 30th August