**Renfrewshire Citizens Advice Bureau**

**Role Profile**

**Job Title**: Funding & Service Development Assistant

**Reporting to**: Funding & Service Development Officer

**Job description:** We are seeking a highly motivated Funding and Service Development Assistant (FSDA) to support our Funding and Service Development officer (FSDO) in delivering the strategic goals of Renfrewshire CAB. Reporting directly to the FSDO, the role will involve providing administrative support and assistance.

**Person Specification:**

**Essential:**

* Confidence and creativity in the use of social media with working knowledge and experience of available media
* Previous administrative experience
* Competent in literacy and numeracy
* Competency using Word, Excel, Outlook & Microsoft Teams
* Excellent time management skills
* Strong organisational skills
* Ability to accurately input data
* Ability to work on own initiative, prioritise work & meet deadlines
* Flexible approach and willingness to work as part of a team
* Understanding of and committed to the aims of the Citizens Advice Service and its equal opportunities policy

**Desirable:**

* Prior experience working in the 3rd Sector

**Personal Attributes:**

* Self-motivated and dynamic self-starter
* Ability to work calmly and efficiently in a pressurized environment
* Excellent verbal and written communication

**Key responsibilities:**

* Assist in developing and managing the Bureau’s social media strategy and presence.
* Assisting with background research required to draft funding proposals.
* Running CASTLE reports and liaising with specialist staff to produce project reports for our funders.
* Helping produce our quarterly Impact Reports for local Councillors and our yearly Annual Report.
* Liaising with staff to produce quarterly newsletters for our volunteers with Bureau & legislation updates.
* Supporting staff who are setting up new projects with promotion, including social media advertisement and producing leaflets.
* Working with the FSDO on RCABs social policy work to produce social policy reports for both RCABs board, CAS and local politicians.
* Providing support and assistance to the leadership team commensurate with the role.

The successful candidate will work closely with the FSDO to ensure that Renfrewshire CAB continues to deliver high-quality services and support to the community. If you are passionate about service development, have excellent communication skills and are looking for an exciting opportunity to make a real difference we would love to hear from you.