

Service Coordinator



About the role

Job Title:	Service Coordinator
Location:	Lewis Citizens Advice Bureau, Stornoway, Isle of Lewis
Hours per week:	28 hours per week
Type of contract:	Permanent contract
Salary:	£30,000 (pro-rata) per annum + £2,742 (pro-rata) Island Allowance + 6% pension contribution
Closing Date:	5pm on Friday 25 th October 2024
Interviews:	w/c 4 th November 2024

About the job

We are looking for an enthusiastic, socially aware person with good communication skills and the ability to provide support to staff and volunteers. Good organisational skills are essential, as is knowledge of computer systems and their applications.

Previous managerial experience is desirable.

A full driving licence is essential with access to a car as some travel may be necessary.

How to apply

For further details and to request a recruitment pack, please contact:

Lynda MacLean - CEO

Email: Lynda.MacLean@wicas.uk

Tel: 01870 602421

Or visit <https://www.cas.org.uk/about-us/job-vacancies/cab> to download a recruitment pack

About the employer

The Western Isles Citizens Advice Service is committed to equal opportunities both in service provision and employment.

The Western Isles Citizens Advice Service is a local, independent charity which provides free, impartial and confidential advice and information to the whole of the Western Isles through four offices - Lewis, Harris, Uist and Barra. We deliver support and guidance on a range of topics, giving people the information they require to deal with any situation and improve their lives.