

# Airdrie Citizens Advice Bureau

## Social Media Coordinator



### Commitment:

- Voluntary (travel expenses reimbursed)
- Minimum of 7 hours per week

**About Us:** Airdrie Citizens Advice Bureau is a member of the Scottish Association of Citizens Advice Bureaux, dedicated to providing free, independent, impartial, and confidential advice to individuals in our community.

We assist clients with a wide range of issues, including benefits, debt, employment, housing, and more. Our mission is to ensure that people understand their rights and responsibilities and can express their needs effectively.

### Key Responsibilities:

Citizens Advice Bureaux need to raise and maintain their profile in the community. Everyone who might need the bureau's services can easily find out what is offered, where it is available, and when.

Potential volunteers are aware of all of the volunteering opportunities they have available and that funders recognise what great value there is in supporting Airdrie Citizens Advice Bureau. Politicians and decision-makers see the contribution of the social policy evidence provided by the Citizens Advice network in Scotland and by our bureau.

Some promotional activities might be undertaken by volunteers, task including, but not limited to:

- Writing content and creating graphics for social media posts
- Promoting the bureau by staffing stalls at local events or in shopping centres, supermarkets, town centres etc
- Giving talks about the bureau to interested local organisations
- Creating leaflets and posters

### Attributes Needed for the Role

- Committed to the aims and principles of the Scottish CAB Service
- Understand the importance of CAB work
- Good spoken and written communication skills; with a keen eye for detail
- Previous experience using Canva

February 2025

- Experience with social platforms – personal or for business.
- Organised and systematic
- Experience in working to a deadline
- Willing to attend training and other meetings
- Ability to work as part of a team
- Ability to work on own initiative within guidelines

### Person Specification:

We are seeking individuals who can demonstrate:

- **Commitment:** A strong dedication to the aims and principles of the Citizens Advice service, including the values of free, confidential, impartial, and independent advice.
- **Teamwork:** Effective communication and interpersonal skills, with the ability to work collaboratively as part of a diverse team.
- **Integrity:** A commitment to upholding the highest standards of governance and ethics.

**Time Commitment:** Volunteers are expected to commit to at least **seven** hours per week, arrive on time and let us know in advance if they're unable to attend.

### What We Offer:

- The opportunity to make a significant impact in your local community
- The chance to work with a dedicated team of trustees, staff, and volunteers
- Reimbursement of travel expenses

**How to Apply:** If you are passionate about making a difference and have the skills we are looking for, we would love to hear from you. For an informal discussion about the position, please contact the bureau by telephone on **01236 754109** or email [bureau@airdriecab.casonline.org.uk](mailto:bureau@airdriecab.casonline.org.uk).

We are committed to promoting equality and diversity and welcome applications from all sections of our community.

**Application Deadline:** 31 July 2025

**Join us in making a difference to the lives of people in our community.**