

## Job Advert

<b>Job title:</b>	Engagement Officer
<b>Employer:</b>	Motherwell and Wishaw Citizens Advice Bureau
<b>Location:</b>	Hybrid working (Office based - Motherwell CAB & remote working)
<b>Hours per week:</b>	17.5 hours per week
<b>Salary:</b>	Salary Range £25300 to £30120 per annum pro rata, dependent upon experience
<b>Type of contract:</b>	Time-limited project to 31 <sup>st</sup> March 2026
<b>Reporting to:</b>	Business Development Manager

### About the job - CAB2Careers

Motherwell & Wishaw Citizens Advice Bureau (MWCAB) has secured funding to deliver two highly flexible, participant-led, employability programmes; targeting the most vulnerable service users residing in the most deprived areas across North Lanarkshire. The Employability Programme will target:

- Unemployed people with physical or learning disability able and wishing to progress/return to work (all ages).
- Unemployed people with health conditions wishing to progress/return to work including those in recovery from addictions (all age).
- Long-term unemployed residents or those with low skill levels (all age).
- Unemployed residents residing in 5% most deprived data zones (SIMD2020) (all age)
- Unemployed Black and minority ethnic residents including refugees (all age) Unemployed, low income, and/or economically inactive parents,
- Lone parents, and
- Parents from an ethnic minority background

### The course

The 4-week course will be made up of one-one bespoke sessions, tutor-led group workshops, helping participants to:

- recognise barriers and begin to address them.
- identify their skills/strengths.
- build their confidence and financial resilience.

Underpinned by a holistic assessment of their advice needs with a focus on crisis aversion, income maximisation, money and energy advice with the purpose of reaching financial stability before progressing to the CAB2Careers Programme

### Phase 2

Participants will be able to access further SQA-accredited courses based on their interests/skills. Alternatively, they can pursue our in-house vocational training – Advisor Training Programme or Admin Training Programme, voluntary work with a range of 3rd sector partners such as LAMH recycle, British Heart Foundation etc.

Through **engagement**, our primary priority is to address the needs of individuals who face significant barriers to employment. Our project targets those who are not engaging with existing services, such as individuals accessing foodbanks, addiction services, organisations such as Restorative Justice. These are individuals who face compounded challenges, making it difficult for them to enter/ re-enter the workforce. Our approach is rooted in community engagement, ensuring we embed

ourselves within grassroots organisations to reach and support individuals who are most in need. Through this approach, we foster trust and offer support in familiar settings, allowing us to connect with people who may not otherwise seek help. The post holder will provide integrated support, and work closely with local partners (JCP, Routes to Work) and 3<sup>rd</sup> sector employability providers (e.g., SAMH, Enable) across North Lanarkshire. You will attend Networking events/ forums/ training, augmenting our commitment to the local employability ecosystem. This partnership approach allows us to leverage existing resources, share best practices, and create stronger referral pathways to ensure individuals have access to the support they need.

### **Employee benefits**

Motherwell & Wishaw CAB offers excellent terms and conditions, including a total of 28 days leave (increasing in line with the length of service) plus 10 public holidays. We have a flexi time scheme which enables our employees to work flexibly in line with organisational requirements, and as an inclusive employer we are happy to consider other flexible working arrangements where appropriate. We have an attractive reward and recognition package including competitive Pays Scale and award payments for exceptional performance. Hybrid working policy is currently in place.

### **How to apply:**

Further information about Motherwell & Wishaw CAB can be found following this link [www.motherwellwishawcab.org.uk](http://www.motherwellwishawcab.org.uk)

We look forward to receiving your application by the closing date and we would ask that you provide an email address and telephone number where we can contact you day and/or evening.

Closing Date for applications: **9<sup>th</sup> June 2025**

Date of interviews for successful applicants: **16<sup>th</sup> June 2025**

Please return your application form together with a completed Self-Declaration Form for an Applicant working with Adults at Risk therefore requiring a PVG Scheme Disclosure and Equality and Diversity Monitoring Form by email to [Cabfinance@Motherwellcab.casonline.org.uk](mailto:Cabfinance@Motherwellcab.casonline.org.uk) or by post marked "Confidential" to:-

Catherine Marshall  
Finance, HR & Facilities Manager  
Motherwell & Wishaw Citizens Advice Bureau  
90 Brandon Parade East  
MOTHERWELL  
ML1 1LY

### **Privacy Notice for Job Applicants**

This privacy notice sets out, in line with the GDPR, the types of data that we will collect and hold on you as a job applicant.

### **About the employer**

Motherwell & Wishaw Citizens Advice is a company limited by guarantee and registered charity. Company number: SC173485. Scottish Charity number: SCO09733