



- > Job Title: Business Development Manager
- > Location: Falkirk Citizens Advice Bureau
- > Hours per week: 35 hours per week
- > Salary: £30,000 per annum
  
- > **Closing Date:** Friday 6 September 2024
- > **Interviews: To be Confirmed**

### About the job

Falkirk Citizens Advice Bureau is an independent and innovative advice organisation providing holistic advice and support to local people.

We are looking for a highly motivated and ambitious individual with a passion for our organisation, its aims and ethos, who will use their existing excellent business and service development skill to develop and drive forward:

- our business development strategy and diverse business activities across a range of income streams to maintain existing services and additional service development for Falkirk CAB
- our communication strategy, including managing PR, social media and advocacy of key issues.

The successful candidate will have:

- Experience of income generation activities, including preparing successful funding applications to funders and statutory bodies from initial stages through to completion.
- Experience of developing and implementing effective communication/marketing strategies.
- An innovative and entrepreneurial flair, ability to generate new ideas quickly and a “can do” proactive approach to their work.
- Flexibility and ability to adapt to the changing demands of the role.

### Employee benefits

Falkirk Citizens Advice Bureau offers excellent terms and conditions, including a total of 25 days leave plus 10 public holidays and enrolment into the government NEST pension scheme with an enhanced 5% employer contribution.



**How to apply**

To apply for this role, please complete the attached application form and send it to [bureau@Falkirkcab.casonline.org.uk](mailto:bureau@Falkirkcab.casonline.org.uk) by close of business on Friday 6 September 2024. For your application to be considered, please ensure you have completed all sections of the form. Please do not attach your CV as this will be disregarded.

Please note that the post is subject to the disclosure of criminal history information.