**Recruitment Officer**

**Hours:** 10 hours per week- hours will be flexible to meet the needs of the role

**Location:** Chichester, Bognor and Littlehampton, with some remote working

**Contract type:** Permanent

**Salary:** Competitive salary offered

**Closing date:** 14th August 2025

**Interview date:** 18th August 2025

The aim of our Recruitment Officer role is to recruit new volunteers with the right skills to undertake one of the voluntary roles within Arun and Chichester Citizens Advice. The Volunteer Recruitment Officer understands specific volunteer needs and will balance these with the needs of the organisation. They will build partnerships with individuals and third parties to access and target potential volunteers, whilst defining a process for ongoing recruitment, as needed. This individual will exhibit strong networking and influencing skills, as well as being highly approachable and proactive. They will need to be comfortable and confident in providing presentations to groups and individuals.

Essential requirements:

* Ability to commit to, and work within, the aims and policies of the Citizens Advice service
* A good up to date understanding of equality and diversity and its application to the provision of advice, and the development of volunteers
* Ability to monitor and maintain own standards
* Proven ability to create presentations appropriate for the role
* Demonstrable understanding of the issues volunteers face
* Ability to self-motivate and motivate others
* Proven ability to monitor and maintain agreed targets, such as recruited volunteers
* Ability to prioritise own work and meet deadlines
* Ability to use IT systems and packages and electronic resources in the provision of recruiting
* Ability to work with the team
* Ability to find solutions with limited resources
* Knowledge of the voluntary sector
* Ability to organise events

For general enquiries about the roles or an application pack, please contact us at jobs@arunchichestercab.org.uk