



Are you interested in being an

Information Volunteer

Stirling District Citizens Advice Bureau

Summary of role

Organising the information available for clients.

What might you be doing?

- Making sure clients are able to find the information they need easily.
- Re-stocking and re-ordering leaflets.
- Researching new leaflets available.
- Checking for out-of-date information and replacing with up-to-date versions.
- Assisting the Deputy Manager provide weekly information bulletins.

Does this sound like you?



- Committed to the aims and principles of the CAB service.
- Committed to equal opportunities.
- Friendly and approachable.
- Able to work as part of a team.
- Willing to approach outside organisations for information.
- Good organisational skills