# About the role

* **Job Title:** Business Development Officer
* **Location:**  Hamilton
* **Hours per week:** 17.5 hours per week, with potential to increase to full time after 12 months
* **Type of contract:** Fixed term for 12 months, with potential for extension
* **Salary:** £14,000-£15,000 per annum (commensurate with experience) (£28,000-£30,000 FTE)
* **Closing Date: Monday 30th June 2025**
* **Interviews: Week commencing 7th July 2025**

**Why Join Us?**

At **Hamilton Citizens Advice Bureau (CAB)**, we’re more than just a charity—we’re a movement that stands up for fairness, empowers individuals, and works tirelessly to create a society where everyone has access to the advice and support they need.

As part of our team, you’ll play a vital role in ensuring our services continue to thrive and expand, helping thousands of people navigate financial, legal, and social challenges. If you’re looking for a career that combines purpose with professional growth, we’d love to hear from you.

**About the role**

Hamilton Citizens Advice Bureau is seeking a dynamic and motivated Business Development Officer. This role is pivotal in driving our fundraising efforts and fostering business development opportunities to support the sustainability and expansion of our organisation and the services we provide to our community.

**What We Offer**

* **A values-driven workplace** – Join a team dedicated to fairness, inclusivity, and making a real difference.
* **Work-life balance** – Flexible working options available.
* **Generous leave entitlement** – 28 days FT -pro rata 14 days per year + Public Holidays
* **Pension contributions** – Employer contribution of 3 %.
* **Personal growth** – Opportunities for professional development and career progression.

**How to apply**

Applications must be received by midnight on Monday 30th June 2025

Further information may be obtained by emailing:

[morag.mcdonald@hamiltoncab.casonline.org.uk](mailto:morag.mcdonald@hamiltoncab.casonline.org.uk)

**Equality & diversity monitoring**

To help Hamilton Citizens Advice Bureau monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form separate from your other application documents by emailing it to: [morag.mcdonald@hamiltoncab.casonline.org.uk](mailto:morag.mcdonald@hamiltoncab.casonline.org.uk)

**About the employer**

Hamilton Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.

Charity number: SC007443

Charity name: Hamilton Citizens Advice Bureau