



Based in Fraserburgh an exciting opportunity has arisen to work in the new Community Alcohol Service for Aberdeenshire.

This new service aims to improve the quality of life of individuals, families and communities affected by alcohol use by helping people reduce harmful patterns of alcohol consumption and to live meaningful and satisfying lives.

**Part Time Volunteer Co-ordinator/Administrator
30 hours per week
£14,492 – £16,078**

The successful candidate will be responsible for co-ordinating and supervising a team of volunteers for the service. Duties will also include general administration, database input, word processing, reception and telephone cover. Good IT skills and the ability to work on your own as well as part of a team are essential. You will have excellent interpersonal and organisational skills and be highly motivated to deliver services to a high standard. Direct experience of working with volunteers, experience of providing supervision and a non judgemental and empathic approach to people with alcohol problems are essential. This post holder must be a car owner.

The Post is funded in the first instance for 1 year.

Closing Date: Monday 15th March

For an application pack, please contact Drugs Action by:

Telephone: 01224 577120
Email: info@drugsaction.co.uk

Informal enquiries can be made to Senga MacDonald or Angus McCurrach.

CASA is part of the Drugs Action range of services.

Drugs Action is a registered charity, Number SC013582