


## ✨ Join Citizens Advice Guernsey—Empower Your Community! ✨


Looking for a meaningful way to give back? Citizens Advice Guernsey is searching for passionate volunteers to help us provide crucial guidance and support to those in need. Whether you're experienced or brand new to volunteering, we have a role that fits your skills and availability!

### Volunteer Opportunities:

#### **Bookkeeper (Remote or office based)**


 Love numbers? Help manage our financial records from the comfort of your home!


 Flexible hours—perfect for someone with bookkeeping experience and attention to detail.

 Support a vital service while working on your own schedule for a few hours per month.

#### **Company Secretary (Citizens Advice Committee)**

 Keep our committee running smoothly by managing essential documentation.

 Attend approximately six meetings per year to ensure effective governance.

 Ideal for someone with organisational skills and a keen interest in charitable work.

## **Generalist Adviser (Remote Option & Flexible Hours Available)**

💬 Make a direct impact by advising people on issues like housing, employment, consumer matters and relationships.

📖 Full training provided—no prior experience necessary, just a passion for helping others!

🕒 While our core opening hours are Monday to Friday, 9:30 AM–4:30 PM, we're expanding! We're seeking Advisers to cover these hours AND build a dedicated team to help extend our availability into late afternoons, evenings, and possibly weekends.

🌐 No matter when you have time available, if you're interested in advising, we'd love to hear from you!

## **Chair (Friends of Citizens Advice Committee)**

💖 Lead fundraising and awareness efforts to support our mission and the volunteers and staff at Citizens Advice Charity Shop.

🌟 Engage with the community, build relationships, and drive positive change.

🏆 A fantastic leadership opportunity for someone passionate about social good.

## **Why Volunteer with Us?**

- ✅ Flexible roles to fit your schedule.
- ✅ Rewarding work that truly makes a difference.
- ✅ Be part of a friendly, supportive team making a positive impact in Guernsey.

Join us and be the helping hand that someone needs. **Your time, skills, and compassion could change lives.**

✉ Email us at [admin@citizensadvice.or.gg](mailto:admin@citizensadvice.or.gg) for an up to date job description.