

## Inverness Badenoch and Strathspey Citizens Advice Bureau

Job Title	<b>Deputy Chief Officer – Major Projects</b>
Location	Flexible with Option of some Home Working
Salary	IBS Point 44 to 48 - £51,748 to £56,544
Hours	Full Time (35 hours per week)
Responsible to	Chief Executive
Line Manager Responsibility	Yes
Budget Responsibility	Yes
Closing Date	28 <sup>th</sup> February 2026
Interview Date	11 <sup>th</sup> March 2026

### Purpose of Role

Inverness Badenoch and Strathspey Citizens Advice Bureau (IBS CAB) are responsible for developing, implementing, and managing various projects which enable and support different regional specialist services. This follows the successful award of a grant by Macmillan Cancer Support. This post will have direct responsibility and accountability for the delivery of assigned projects from inception through to the successful operational running and where applicable exit and close out.

The main project, which will be allocated, will be to ensure that across 14 Local Authority Across Scotland including (Dundee City, Clackmannanshire, Fife, Aberdeen City, Stirling, Falkirk, Highland, Angus, Orkney Islands, Perth and Kinross, Na h-Eileanan Siar, Shetland Islands, Moray and Aberdeenshire) that advice and information is provided to individuals that are living with a diagnosis of cancer. This will include Welfare Benefits Advice and advice to improve Financial Health and Wellbeing because of the diagnosis of cancer. This "new" project brings together 12 previous advice projects into one regional project.

Supporting the other Delivery Partners to provide the service is crucial, ensuring they are appropriately resourced, trained, and contracts are managed to achieve and maintain the levels of competence required to deliver a quality service

The post holder supported by the Chief Executive will be responsible to the funder on all stages and aspects of projects, ensuring their strategic goals are aligned with the funder's strategy. Report back via formal mechanisms to demonstrate the project is meeting its compliance and quality standards and any targets

The requirement will be to plan and manage resources, liaising with the wider team, to effectively deliver the projects, fostering a team culture across a dispersed team. Direct and support the team to communicate and engage with stakeholders effectively, monitoring performance and service design.

This includes identifying resources required, planning the work to realise the expected benefits as well as managing dependencies, workloads, and timetables. The role will coordinate the execution of work to help individuals deliver their part consistently and effectively, whilst managing change and risks through proactive performance monitoring, contingency planning, and formulating exit strategy processes.

The postholder also has an element of oversight and co-ordination across the active projects portfolio and assists each team with project planning and management, including but not limited to governance and controls, communication and engagement, performance, and risk management.

A key element of the role is to work with other stakeholders to sustaining this project with mainstream funding from Government of statutory agencies.

**For a full Job Description, Person Specification and How to Apply, See the Link below:**

**Post Website Link:**

[Deputy Chief Officer - Major Projects | Inverness Badenoch and Strathspey Citizens Advice Bureau](#)

**All Applications should be returned to [Alasdair.Christie@invernesscab.org](mailto:Alasdair.Christie@invernesscab.org)**

**For further information, please contact:**

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**[Alasdair.Christie@Invernesscab.org](mailto:Alasdair.Christie@Invernesscab.org)**

**For further information or to download an application form, please use the link on the advertising website.**

