



East Renfrewshire Citizens Advice Bureau Weekly Update

04/02/2022

ERCAB Job Vacancy – Administrative Assistant

Administrative Assistant x 2 (Fixed Term, Part Time)

ERCAB have attained funding for **TWO** Administrative posts (20 hours per week).

Candidates must be **25+** years old and have been **unemployed** for a minimum of 12 months.

Summary of main responsibilities:

- Assist Advisers with clerical and administration systems
- Ensure all paperwork is completed on time
- Keep all bureau records safe, confidential and accessible for future retrieval
- Provide administrative assistance relating to the bureau's IT strategy
- Process client case records, and ensure continuity and confidentiality
- Undertake research work for the Manager and/or other staff as requested
- Undertake any other reasonable duties as requested by the Manager

Click the 'Apply Now' button via our Facebook page or you can hand in your CV at reception. Closing date is Friday 18th of March 2022.

ERCAB Drop-in Sessions

We're excited to welcome you back to our drop in sessions for the following projects:

- HERO Project with Sarah
- Money Talk Project with Mark
- Money Advice with Meghan

Drop-in is available **10am - 2pm** on Monday's and Thursday's at the James McGuire Centre.

The Hub at James McGuire Building

124 Main Street

Barrhead

East Renfrewshire

G78 1SG

EU Citizens Living in Scotland

EU citizens living in Scotland (and the rest of the UK) must have a valid immigration status. Depending on your circumstances you may be eligible to apply for immigration status under either the:

- EU Settlement Scheme (EUSS)
- points-based immigration system

The deadline to apply to the EUSS was 30 June 2021. You can still apply to the EUSS if you:

- were living in the UK by the 31 December 2020 and
- have a good reason for applying late

For help with EUSS applications or for advice on your immigration status, contact Cara, our EU Citizens adviser on **0141 881 2032**.

Big Energy Saving Winter 2022

Feeling powerless? We'll help you manage rising energy costs. This winter, many of us are worried about our energy bills. Prices have gone up, but for lots of us our incomes have stayed the same or even fallen. However, ERCAB is here to help!

If you are struggling to pay your bills, you may be eligible for certain grants and support from energy suppliers or the government. These include;

- The Warm Home Discount
- Energy Grants
- Winter Fuel Payments
- Cold Weather Payment

For assistance with this, please contact our adviser Mark Parsons, at Mark.Parsons@eastrenfrewshireCAB.casonline.org.uk or call the office on **0141 881 2032** to make an appointment.

Clients can also get in contact with the bureau via:

Email- bureau@eastrenfrewshirecab.casonline.org.uk

You can also keep up to date with recent news from ERCAB via our social media platforms. Please feel free to distribute the contact details for our advisers provided on our Facebook page.

Facebook – **East Renfrewshire CAB** & Twitter **@EastAdvice**