

Citizens Advice Waltham Forest is recruiting Trustees for our Board



Citizens Advice Waltham Forest has served the local community for over 40 years, providing independent advice, information and advocacy on a wide range of subjects. We now have a number of vacancies on our Board which we are seeking to fill with people local to Waltham Forest who are passionate about supporting the people and communities of our borough.

About Citizens Advice Waltham Forest

During the past three years we have made our service even more accessible to local people by increasing our outreach to 14 different locations across the borough and offering digital as well as face-to-face advice.

During the pandemic we responded by working even more closely with the council and other borough partners to continue to support our community.

We are now looking forward to ensuring our strategy continues to meet the needs of our Waltham Forest communities in the challenging months and years ahead.

About our Board of Trustees

We are looking for local people who have an understanding of the Waltham Forest area, can exercise independent judgement, have strong communication skills and are willing to give their time and commitment to being a trustee. We would particularly welcome applications from those who can bring financial skills, people management/ HR experience, and from those who have used our services. The Board currently meets a minimum of four times a year for full Board meetings. In addition, trustees are actively encouraged to join one of our subcommittees, according to their particular area of expertise or experience.

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities. We would also encourage young people to apply. If you are interested in becoming a trustee and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.

See the Trustee role description below. To express interest, please send a copy of your CV with a covering letter explaining your reasons for applying to companysecretary@citizensadvicewalthamforest.org.uk. The closing date for applications is 5pm on Friday 1st November 2024.

<i>Deadline for applications</i>	<i>5pm, Friday 1st November 2024</i>
<i>Interviews will be held on</i>	<i>Tues 5th November and Thursday 7th November 2024, 6.30-9.30pm</i>
<i>Next full board meeting</i>	<i>Thursday 5th December 2024, 6.30</i>
<i>Next AGM</i>	<i>16th January 2025</i>

If successful at interview, you will be invited to join the Board, subject to references. You will have the opportunity to observe a full meeting before deciding to commit. The next Board meeting is on Thursday 5th December 6.30-8pm. Our AGM when new trustees can be elected will be on 16th January 2025.

All CAWF Board meetings including committees take place on Thursdays from 6.30pm. Currently all meetings are held on a mixture of Zoom, and in person. If special assistance is needed with this please apply and we can discuss how that can be managed.



Trustees



What will you do?

- complete an introduction for your role
- maintain an awareness of how the local Citizens Advice is operating
- read papers for board meetings and attend about 8 meetings per year
- work on specific projects with other trustees or staff within the local Citizens Advice to further the strategic objectives of the local Citizens Advice
- take an active discussion during board meetings and work with other trustees to:
 - set policy and strategy direction, set targets and evaluate the performance of the local Citizens Advice

- monitor the financial position of the local Citizens Advice ensuring that it operates within its means and objectives, ensuring that there are clear
- ensure that all the finances and supporting financial control systems of the local Citizens Advice are in order including that full financial records are kept for all transactions, that money is only spent for the purpose given, and that proper financial controls are in place to safeguard the organisation's resources
- monitor the financial position of the local Citizens Advice ensuring that it operates within its means and objectives, ensuring that there are clear lines of accountability for day to day financial management
- seek the views of all sections of the community and monitor how well the service meets the needs of the local community
- ensure that the service plans for the recruitment and turnover of staff and volunteers
- review its own work and how effectively it operates including action for improvement



What's in it for you?

- make a positive impact for people in your local area by ensuring the local Citizens Advice is sustainable and meeting the needs of the community
- meet people and build relationships with trustees, staff and other volunteers
- build on your governance, leadership and strategy skills
- increase your employability

And we'll reimburse expenses too.



What do you need to have?

You don't need specific qualifications or skills but you'll need to:

- understand and accept the responsibilities and liabilities as trustees
- be non-judgmental and respect views, values and cultures that are different to your own

- have good listening, verbal and written communication skills
- be able to exercise good independent judgement
- have good numeracy skills to understand accounts with the support of the treasurer
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role



How much time do you need to give?



Trustee boards usually meet in the evenings and you'll likely need to give two to four hours per meeting (including reading time) and you may need to attend other meetings if you're involved in specific projects, or meet with volunteers and staff occasionally within the local Citizens Advice. We can be flexible about the time spent and how often you volunteer so come and talk to us.

Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.