

The charity Lewisham Citizens Advice Bureau is a member of the national [Citizens Advice \(CitA\)](#) organisation. We deliver free, impartial and confidential advice to those who live, work or study in the London borough of Lewisham Lewisham – Citizens Advice Lewisham ('CAL').

We are currently seeking three trustees to join our dynamic charity board. Previous trustee experience is preferred but not required for this role. We are particularly looking to appoint one new trustee with finance experience, one new trustee with experience in an advisory role and one trustee who is part of our local community (resident of the borough of Lewisham).

We are a highly engaged board who is passionate about ensuring our charity makes a big difference to Lewisham residents, especially to the most vulnerable people. We work in a collegiate way, respecting the diverse viewpoints board members bring to the table and hold ourselves to high professional standards.

Trustee duties and responsibilities

Each individual member of the Trustee Board has a responsibility to contribute to the discharging of the board's duties. They do this by:

- Governing the charity in the best interest of the clients and in line with the governing documents
- Actively contributing to setting strategic direction to enable development of the charity and delivery of its charitable objects, setting policy and targets, monitoring and evaluating performance, and ensuring effective oversight and risk management of the charity's activities. This includes visiting Citizens Advice Lewisham to get to know the team and being aware of the service in action.
- Taking responsibility for their own learning and development
- Maintaining confidentiality about any sensitive or confidential information received

General Trustee skills and qualities

We are particularly interested in hearing from applicants with finance skills or knowledge, advice knowledge or experience and those with lived experience of our services. We are also keen to hear from young applicants who may be interested in developing their skill and experience.

- Ability to meet time commitment
- Ability to fulfil governance role as per Charity Commission expectations of Trustees as outlined in <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>, specifically to manage risks, ensure oversight and strategic development of the charity
- Effective communication skills and willingness to constructively challenge, ask questions, and participate actively in boardroom discussions
- Ability to think creatively and strategically, and exercise good, independent judgement in the best interest of the charity and its beneficiaries
- Ability to build productive respectful relationships with other Trustees, staff and volunteers

Time Commitment and availability to attend required meetings and ad-hoc matters arising

- Quarterly evening Trustee Board meetings (each 2 hours plus prep) to be attended in person
- One annual Trustee Board awayday
- Liaison with Chair, CEO and colleague Trustees by phone, e-mail, Slack or Skype (occasional)
- Day-time visits to our offices to understand our work and engage with staff/volunteers (occasional)
- Two annual stakeholder events including the Annual General Meeting
- Join a subcommittee (up to 4 meetings a year)
- Where required, leading independently on key projects

Diversity

We seek candidate Trustees from all backgrounds so that our board represents the diversity of our community. We welcome applications from all candidates regardless of ethnicity, age, gender, disability, sexual orientation or religion.

As services are delivered in a small geographic area applicants should ideally live, work or study in, or near, Lewisham or have some local knowledge of the area.



Registered Office:
Citizens Advice Lewisham
Leamore Community Hub
Bonfiled Road
London, SE13 5EU
Company registration number 3038147
Charity registration number 1075040

How to apply

Application: Please send us a CV via email to jobs@citizensadvicelewisham.org.uk, along with a short cover letter highlighting relevant skills and experience you will bring to the role.

Remuneration: Unpaid; reasonable expenses covered by advance agreement with the Chair.

Closing date: Wednesday 4 September 2024

Contact: If you would like to have a conversation with someone about this role, please get in touch via jobs@citizensadvicelewisham.org.uk and we can set up a chat with the Chair or CEO.



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