

## **Citizens Advice Reading is looking for a Chair-Designate**

Could you be the next Chair of a successful and dynamic Reading based voluntary organisation, helping it achieve the next phase of its planned development? The current Chair is intending to step down in September 2020, and is looking to recruit a Chair-designate to work alongside him for a year from September 2019.

Citizens Advice Reading is an independent charity that has been giving free, confidential, impartial advice to the people of Reading for over 75 years. Last year nearly 8,000 people used our services and we helped them deal with over 18,000 different problems - most commonly with benefits, debt, housing, employment, immigration and asylum. Whilst governed locally we are part of Citizens Advice, a large and influential national organisation, and have access to the services, resources and support they provide. Last year, for the second year running, they awarded us an excellent rating in every area of governance, management and service delivery - the highest possible classification.

The Citizens Advice Reading Trustee Board is the governing body that sets strategy for the organisation, decides its policies and provides overall leadership. As Chair you would be responsible for ensuring this happens by planning the annual cycle of board meetings, and chairing and facilitating these to make sure they run smoothly and that board decisions are consistent with the requirements of our governing document and the policies of Citizens Advice. You will also be responsible for supporting and supervising the CEO - meeting with him at least every 4-6 weeks. Applicants will need experience as a trustee, experience of chairing meetings, diplomatic and team management skills, a commitment to the aims and principles of the service, some knowledge of Reading and its communities, and the ability to think creatively and strategically, to exercise sound independent judgement and to communicate clearly. Some understanding of the Citizens Advice service will be an advantage. A more detailed role profile and person specification is attached.

You will be expected to chair up to five Trustee Board meetings a year, normally held on Thursdays from 5.30pm to 7.30pm in Central Reading, and at least one Sub-committee, which has a quarterly meeting cycle. The total time commitment is likely to be around 8 - 10 hours per month.

This is a voluntary, unremunerated position, but out of pocket expenses will be reimbursed. We welcome applications from all sections of the community.

### **Further information and application:**

If you are interested in this role, and would like further information about it or the work of Citizens Advice Reading, please contact the current Chair, Richard Harrison, for an initial discussion. He can be contacted by phone on 0118 954 6833 or 07834 363144, or by email to [richard.k.harrison@ntlworld.com](mailto:richard.k.harrison@ntlworld.com)

Applications, which should take the form of a CV, a covering letter indicating how you meet the person specification, and the names and contact details of two referees, should be sent:

- By post to HR Manager, Citizens Advice Reading, Minster Street, Reading RG1 2JB, or
- Emailed to [hr.manager@citizensadvicereading.org](mailto:hr.manager@citizensadvicereading.org)

**Closing date for applications: Thursday 20 June 2019**

**Interviews will be held on: Tuesday 9 July 2019**

**Applicants who satisfy the interview panel will be invited to speak to the full Trustee Board, and answer questions, on the afternoon of Thursday 18 July 2019.**