

## **Volunteer Trustee Recruitment**

Citizens Advice Reading (CAR) is an independent charity which has been giving free, confidential and impartial advice to the people of Reading for over 80 years. Last year over 4,000 people used our service and we helped them deal with nearly 17,000 different problems - most commonly problems with debt, benefits, housing, employment or discrimination. Our support frequently changes their lives. We are governed and managed locally, but we are also part of Citizens Advice, a large and influential national organisation.

We are seeking new Trustees to sit on our Trustee Board. This is the governing body which sets the strategy for Citizens Advice Reading (CAR), decides its policies and provides overall leadership. In particular we are looking for Trustees who would bring:

- Skills and experience in areas such as HR, premises management, law and compliance, IT, financial management, commissioning, bid writing or review, safeguarding and fundraising.
- An awareness of the needs and perspectives of Reading's different communities.

The Trustee Board operates collectively, but each member of the Board is individually responsible for:

- keeping up to date with the work of CAR
- regularly attending, preparing for and taking a full part in meetings
- actively contributing to setting strategy, deciding policy, agreeing targets and evaluating performance
- monitoring CAR's:
  - effectiveness in meeting the advice needs of the local community
  - compliance with its governing document and with Citizens Advice standards
  - financial position - ensuring that CAR operates within its resources, and that there are clear lines of accountability for day-to-day financial management
- acting in the best interests of CAR at all times
- maintaining confidentiality about any sensitive or confidential information received as a trustee
- taking responsibility for their own learning and development

**Citizens Advice Reading recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.**

Applicants will need the personal skills and qualities that will enable them to meet these responsibilities. These will include the ability to:

- think creatively and strategically,
- exercise good, independent judgement,
- work effectively as a member of a team,
- communicate clearly in discussion,
- understand CAR's accounts (with the support of a treasurer),
- develop and examine their own attitudes.

They will also need to be committed to the aims, principles and policies of the Citizens Advice service, including those relating to equal opportunities, independence and social policy.

The time commitment for Trustees is:

- Up to six Trustee Board meetings a year, which are normally held on a Thursday from 17.30 - 19.30 and which require 2-3 hours of pre-reading.
- Sub-Committee meetings and ad hoc meetings as required. (Trustees are encouraged to take part in one subcommittee. Currently subcommittees include Quality & Development, Finance, Personnel, Income Generation and Research & Campaigns).

### **Further Information / Application**

For further information about the role, or the work of CAR, please contact Marie French, Chair of Trustees, by email at [marie.french@citizensadvicereading.org](mailto:marie.french@citizensadvicereading.org).

Applications, which should take the form of a CV and covering letter, should be sent to [recruitment@citizensadvicereading.org](mailto:recruitment@citizensadvicereading.org).

**Closing Date:** 19 September 2021

**Interview Dates:** Week starting 4 October – weekdays 5-6 pm or weekend afternoon. To be arranged with the candidate.