



citizens  
advice

Lewisham



Job Description:  
**Chair**



The charity [Citizens Advice Lewisham](#) 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.

We are currently seeking a Chair to join our dynamic charity board as our current chair is coming towards the end of their term.

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.

The Chair will work closely with the CEO, staff, volunteers, and other Trustees to support Citizens Advice Lewisham in making a difference in the lives of people who live and work in the Borough.

## General Trustee 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
- Review and approve policy and strategic direction, goals, targets and performance and ensuring effective oversight of the charity's activities.
- Visit Citizens Advice Lewisham to get to know the team and being aware of the service in action.
- Monitoring whether the service complies with its governing document and how well the advice needs of the local community are being met
- Supporting the development of Citizens Advice Lewisham through agreed projects and managing risk
- Maintaining confidentiality about any sensitive or confidential information received

## Chair specific responsibilities

- Plan the board meetings including the dates and the agenda, supported by the CEO
- Facilitate the trustee board meetings by leading the meeting, ensuring that agenda items are discussed, enabling all members to contribute their views and take part and seeking clarification where necessary



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Company registration number 3038147  
Charity registration number 1075040

- Ensure that decisions and actions taken at board meetings are carried out
- Ensure that the board decisions are made within the remit of the Citizens Advice membership agreement, governing documents and policies
- Monitor attendance and commitment of all trustees
- Provide or arrange for training or support for trustees if needed
- With other trustees and the CEO, recruit a trustee board with a diverse range of skills, experience and knowledge with an aim to promote trusteeship to underrepresented groups that represent the local community
- Ensure that all trustees receive an induction and the training needed for them to fulfil their role
- Be proactive in recruiting successors to key positions such as Chair, Treasurer etc.
- Arrange or provide support and supervision for the CEO including an annual appraisal
- Together with the Treasurer, ensure proper management and control of local Citizens Advice finances
- Together with the CEO, represent the local Citizens Advice in relationships with funders or potential funders, local events and in the community
- Work together with all trustees and ensure that the board is able to:
  - Approve policy and strategy direction, 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 lines of accountability service complies with its governing document and meets the required standards

## General Trustee skills and qualities

- Ability to meet time commitment of the role (full details of time commitment below).
- Commitment to clients and ensuring the impact of Citizens Advice Lewisham in the local community.
- Ability to fulfil governance role, specifically to manage risks, ensure oversight and strategic development of the charity.
- Effective communication skills and willingness to participate actively in discussion
- Willingness to gain knowledge of local needs and resources
- Commitment to the aims, principles and policies of the Lewisham CAB service, including those relating to equal opportunities, independence, and research and campaigns
- Ability to understand and accept their responsibilities and liabilities as Trustees and employers
- Ability to think creatively and strategically, and exercise good, independent judgement
- Ability to build productive respectful relationships with other Trustees, staff and volunteers
- Willingness to actively participate in discussions concerning needs of the charity's beneficiaries, staff and the Trustee board
- Willingness to act in the best interest of the charity
- Working effectively as a team member and demonstrating a willingness to learn and develop



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## Chair specific skills and qualities

- Experience of strategic leadership at a senior level
- Previous board experience
- Strong ambassadorial and stakeholder engagement skills
- Strong public speaker
- Excellent interpersonal skills
- Good leadership skills
- Ability to facilitate and lead meetings
- Good numeracy skills to understand financial accounts with the support of the treasurer
- An interest in the type of work undertaken by a local Citizens Advice
- Networking and partnership skills (desirable)
- Knowledge of the advice sector (desirable)

## Time Commitment and availability to attend required meetings

### a) As Trustee

- Quarterly evening Trustee Board meetings (each 2½ hours plus prep)
- One annual Trustee Board awayday (weekend - 5 hours plus prep)
- Liaison with CEO and colleague Trustees by phone, e-mail or Skype (occasional)
- Day-time visits to our offices to understand our work and engage with staff/volunteers (occasional)
- Two annual stakeholder events (one evening event, one mid-week all-day event)
- Where required, leading independently on key projects.

### b) As Chair

- Quarterly governance committee meetings (each 1½ hours plus prep)
- Regular check in conversations with the CEO and other Trustees between meetings

## What's in it for you?

- You will contribute to making a positive impact for people in Lewisham
- You will meet people and build relationships with trustees, staff and other volunteers
- You will build on your governance, leadership and strategy skills

## Remuneration

The role of Chair is unremunerated but expenses are paid such as childcare and travel in order to support attendance at board meetings. If you are interested in this role but face barriers in applying, please get in touch to discuss how we can support you.

## Diversity

We seek candidates 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.



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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.

## How to apply

**Application:** Please send us a CV with supporting statement, highlighting relevant skills and experience you will bring to the role along and why you are interested in the role of Chair with Citizens Advice Lewisham.

Insert Prospectus website link here:

<https://www.prospect-us.co.uk/jobs/188700-chair/>

**Closing date:** 15 July 2024

**Interviews:** w/c 22nd July or w/c 29th July

**Contact:** If you would like to have an initial conversation to discuss this role, please email Sam Badenoch: [sam.badenoch@prospect-us.co.uk](mailto:sam.badenoch@prospect-us.co.uk)

**Disclosure:** Applicants will complete a disclosure form if progressed to the final stage.

**Please note that this role will be subject to background checks including disclosure and barring service check.**



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