 **Charity Trustee**

**Making a difference – every day**

**Citizens Advice in West Sussex helps prevent homelessness, reduce poverty and support our community so it thrives.**

**Last year we helped 30,000 people find a way forward through free independent advice, giving household grants, debt help and carrying our research in our communities; using our insight and expertise to improve national and local policies for our residents.**

We are looking for highly motivated local people to join our Trustee Board with a range of skills and experience, to take us forward and achieve even greater impact. You will help shape our direction and make sure we deliver our ambition. We are particularly looking for people to complement our board with experience and skills in the following, but not necessarily all:

HR, Local Government, Commissioning, Health Services, Social Welfare Law, an understanding of the issues our stakeholders face.

We believe that to support our community, we must reflect our community. We encourage applications from residents from all backgrounds who not only bring their own experience but will listen and act on the voices of all community members.



**What will you do?**

As a volunteer Trustee you will take an active role in the charity by

* Attending and actively contribute during quarterly board meetings to review performance including contracts, finances and Charity rules
* Using your expertise to inform and take part in decision making and strategy setting
* Review and approve charity policies, set the budget and ensure the safeguarding of the charity resources
* Take part in groups or committees and working groups
* Working on specific projects with other trustees or staff
* Review the Boards own work and how effectively it operates including action for improvement, annual appraisals and skills assessments



**What’s in it for you?**

As a Trustee you will be making a positive difference to your community by ensuring the charity is delivering it’s goals, improving lives so our communities thrive.

* Oversee a fantastic local charity and ensure it is strong and able to deliver for years to come
* 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 travel expenses.



**What do you need to have?**

You don’t need specific qualifications but you’ll need to:

* have skills or experience, including lived experience which would bring value to the charity
* show a commitment to our values, aims and principles
* be non-judgmental and respect views, values and experiences that are different to your own
* have excellent listening, verbal and written communication skills and good numeracy skills
* be able to exercise good independent judgment
* be willing to undertake training in your role including the role of a Trustee



**How much time do you need to give?**

Trustee boards usually meet quarterly in the evenings for 3 hours and 2 half away days. You likely need to give 6 hours a quarter plus additional time for committees or working groups you might join, specific projects, or to 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 people come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people, and people from Black Asian and Ethnic Minority (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.



**Contact details**

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