

# Citizens Advice Hampshire

**Independent** Voluntary roles (unremunerated)

**Trustee:**

**Skills:** Experience of successful leadership and management. particularly strategic business development, fundraising and charity governance

**Where:** Hampshire (including Portsmouth, Southampton and the Isle of Wight).

Meetings are held across Hampshire/on-line from home

**Time:** Estimated to be 1-3 hours per week.

The Board meets quarterly with actions undertaken at the Trustee's convenience.

You may need to attend other meetings if you're involved in specific projects.

We can be flexible about the time spent, so come and talk to us.

**About Citizens Advice Hampshire:** Citizens Advice Hampshire is a consortium that supports 14 local Citizens Advice Offices across Hampshire, Portsmouth, Southampton & the Isle of Wight whose purpose is to provide a single point of contact for funders, partners and policy makers to secure funding that enables the delivery of quality advice services.

**Summary:** There are currently two vacancies on our Trustee Board for Independent Trustees. We encourage applications from all members of the community. We would particularly welcome younger members and those from an ethnic minority background who wish to develop their skills and aspire to a senior management level. Trustee Board experience is not essential.

## What will you be doing?

- Maintaining awareness of the business of the Citizens Advice service
- Regularly attending, preparing for and taking full part in meetings
- Providing support and assistance to the Chair in carrying out their responsibilities
- Actively contributing to setting policy and strategic direction
- Monitoring whether the service complies with its governing document, whether it meets Citizens Advice standards and how well the advice needs of the Hampshire community are being met

## What's in it for you?

- Make a positive impact by ensuring that Citizens Advice is sustainable and meeting the needs of the community
- Meet people and build relationships with trustees, staff and others in the community
- Build on your governance, leadership and strategy skills
- Increase your employability

## **What are we looking for?**

- Commitment and availability to attend trustee board meetings
- Effective communication skills and willingness to actively participate in discussion and communication.
- Willingness to gain knowledge of local needs and resources
- A good basis of leadership skills and the potential to facilitate and lead meetings
- Commitment to the aims, principles and policies of the Citizens Advice Service
- Ability to understand and accept their responsibility and liability as a trustee
- Willingness and ability to learn, and to develop and examine their own attitudes
- Ability to think creatively and strategically and exercise good independent judgement
- Ability to work effectively as a member of a team
- Be willing to undertake training in the role

## **What difference will you make?**

By joining the board, you will be helping shape the strategic direction of advice services across the area we serve. You will be able to do this by ensuring that this independent charity remains sustainable and resilient, ready and prepared to help over 75,000 clients per year.

## **Contact details**

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 send your details to Citizens Advice Hampshire [admin1@citahants.org](mailto:admin1@citahants.org)