



VOLUNTEER – LEGAL TRUSTEE

The role

Citizens Advice Bromley is looking for a Trustee with a background in charity law and governance.

The trustees have a duty to make decisions 'jointly' or 'collectively'.

Who we are

Citizens Advice Bromley is a well-established, independent local charity providing information and advice to anyone who lives, works or studies in Bromley borough. Our service is free, confidential and impartial. We help people resolve their problems and change their lives for the better. We operate as a part of the National network of Citizens Advice which has 239 offices around the country.

The Trustee Board is committed to helping shape the future of Citizens Advice Bromley and is responsible for the Governance of the organisation. Our Board is seeking to appoint a Trustee with legal experience to help with governance and defining the direction of the organisation.

This is an opportunity to contribute your ideas, skills and experience at a time when our services have never been more needed. We are looking for a professional with legal experience possibly gained as a general counsel. Experience of contract and property law is desirable.

Board meetings are held six times a year. Between board meeting you may be requested to participate in virtual meetings and e mail correspondence.

The Trustee position is not a paid role.

What will you do?

- Policy development: assist reviewing and crafting legally sound policies for the organisation.
- Training: support the Board's legal knowledge.

- Contractual matters: review and advise key contracts with funders, partners and possibly employees.
- Governance: help draft and interpret the governing documents, ensuring they're up-to-date, reflect best practice and are compliant with current legislation.
- Risk management: help identify potential legal risks and advise on mitigation strategies.
- Legal compliance: help the charity ensure that it operates within the bounds of UK charity law, including adherence to the Charities Act and regulations set by the Charity Commission.

Valuing inclusion

We value diversity, champion equality and challenge discrimination. The selection process will involve informal discussions with candidates followed by a more formal interview.

If you are interested in becoming a Trustee and would like to apply, please complete the application form on the Citizens Advice Bromley website by clicking [here](#)

Closing Date: Saturday 30th of November at 5pm.

Interviews: Week commencing 9th December

Contact details

If you would like an informal chat before applying please contact:

recruitment@citizensadvicebromley.org.uk