

# Airdrie Citizens Advice Bureau

## Volunteer Trustee



**Commitment:** Part-time, Voluntary (Expenses Paid)

**About Us:** Airdrie Citizens Advice Bureau is a member of the Scottish Association of Citizens Advice Bureaux, dedicated to providing free, independent, impartial, and confidential advice to individuals in our community. We assist clients with a wide range of issues, including benefits, debt, employment, housing, and more. Our mission is to ensure that people understand their rights and responsibilities and can express their needs effectively.

**Role Overview:** As a volunteer trustee, you will play a crucial role in the strategic management and governance of our bureau. You will work collaboratively with fellow trustees to ensure the bureau's services are effective, sustainable, and responsive to the needs of our community. This is an exciting opportunity to contribute to a respected organisation and make a meaningful impact locally.

### Key Responsibilities:

- **Strategic Leadership:** Contribute to the development and implementation of the bureau's strategic plan, ensuring alignment with our mission and values.
- **Governance:** Ensure that the bureau operates in compliance with its governing documents, charity law, and other relevant legislation or regulations.
- **Financial Oversight:** Monitor the financial health of the organisation, approving budgets and ensuring that financial controls and risk management procedures are robust and effective.
- **Advocacy and Representation:** Act as an ambassador for the bureau, enhancing its public profile and fostering relationships with stakeholders, including funders, partners, and the local community.
- **Support and Development:** Provide guidance and support to the bureau's management team, ensuring that resources are used effectively and staff and volunteers are valued and motivated.

### Person Specification:

We are seeking individuals who can demonstrate:

- **Commitment:** A strong dedication to the aims and principles of the Citizens Advice service, including the values of free, confidential, impartial, and independent advice.
- **Strategic Vision:** The ability to think creatively and strategically, identifying opportunities and challenges for the bureau.
- **Teamwork:** Effective communication and interpersonal skills, with the ability to work collaboratively as part of a diverse team.
- **Integrity:** A commitment to upholding the highest standards of governance and ethics.

We are particularly interested in candidates with experience or expertise in one or more of the following areas:

- Fundraising
- Human Resources
- Digital Marketing
- Governance
- Public and Third Sector Organisations

**Time Commitment:** Trustees are expected to attend board meetings (every two months) and the Annual General Meeting (AGM). Additionally, trustees may participate in sub-committees or working groups as needed. The total time commitment is estimated to be approximately 4 to 6 hours per month.

### **What We Offer:**

- The opportunity to make a significant impact in your local community
- The chance to work with a dedicated team of trustees, staff, and volunteers
- Reimbursement of reasonable expenses incurred in the course of your duties

**How to Apply:** If you are passionate about making a difference and have the skills and experience we are looking for, we would love to hear from you. Please submit your CV and a cover letter outlining your interest and suitability for the role to [elaine.tocock@airdriecab.casonline.org.uk](mailto:elaine.tocock@airdriecab.casonline.org.uk).

For an informal discussion about the position, please contact Elaine Tocock or Ronnie Miles (Chair) at **01236 754109**.

We are committed to promoting equality and diversity and welcome applications from all sections of the community.

**Application Deadline:** April 2025

Join us in making a difference to the lives of people in our community.