

Vice Chair Trustee Volunteer

Citizens Advice Bromley is an independent local charity and part of the national Citizens Advice network across England and Wales. We provide free, confidential and impartial advice to people who live, work or study in the London Borough of Bromley.

Every year, we help thousands of people deal with issues ranging from debt, housing and employment to benefits, family and consumer rights. Alongside our advice services, we use evidence from our work to campaign for changes that improve lives locally and nationally.



the role

We are seeking a Vice Chair of the Board of Trustees to support the Chair and help provide strong, effective leadership of Citizens Advice Bromley at a time when our services have never been more needed.

The Vice Chair works closely with the Chair, acting as a trusted critical friend and sounding board, and takes on delegated responsibilities as required. This includes supporting new trustees, contributing to effective board dynamics, and stepping into the Chair's role when required, with the agreement of the Board.

This is a senior, strategic governance role and an excellent opportunity for someone with previous board or leadership experience who wants to play a meaningful role in shaping the future of a vital local charity.



What will you do?

In addition to the responsibilities of a Trustee, the Vice Chair will:

- Provide support and assistance to the Chair, acting as a critical friend and sounding board.
- Take on specific responsibilities delegated to by the Chair, including supporting the induction and development of new trustees.

- Carry out the Chair’s duties in their absence, with the agreement of the board.
- Be available, where appropriate, as a point of contact for trustees wishing to raise concerns and work constructively with the Chair to address them.
- Help ensure the Board operates effectively, collaboratively and in line with good governance practice.

As a Trustee, you will:

- Contribute to setting the strategic direction, policies and priorities of Citizens Advice Bromley.
- Ensure the charity operates in line with its legal, regulatory and governance responsibilities Monitor the organisation’s performance, impact and financial position.
- Support and challenge the Chief Executive constructively.
- Act as an ambassador for Citizens Advice Bromley within the local community.
- Work on specific projects with other trustees or staff to further the charity’s strategic objectives.
- Uphold Citizens Advice values, including confidentiality, impartiality and inclusion.



What’s in it for you?

- Play a key leadership role in a respected local charity.
- Make a meaningful impact in the local community.
- Develop or deepen your governance, leadership and strategic skills.
- Work closely with an engaged Chair, Board and senior leadership team.



What do you need to have?

We are looking for an experienced and collaborative individual who brings sound judgement, leadership capability and a commitment to Citizens Advice Bromley’s mission.

You will ideally have:

- Previous experience as a trustee, board member or in a senior leadership role.
- The confidence and capability to support and deputise for the Chair when required.
- Strong interpersonal skills and the ability to facilitate constructive discussion

- The ability to build trusted relationships with trustees, senior leaders and stakeholders.
- Sufficient financial awareness to understand budgets and accounts (with support from the Treasurer).

Most importantly, you will:

- Be committed to Citizens Advice Bromley's mission and values.
- Be willing to learn and engage with charity governance.
- Communicate clearly and respectfully with people from diverse backgrounds.
- Be able to take a strategic view and contribute thoughtfully to discussion.



How much time do you need to give?

We ask that you can volunteer to attend six board meetings per year, plus additional preparation, informal discussions and occasional meetings to support the Chair and Board. We aim to be flexible and supportive around time commitments and are happy to discuss this further with candidates, so come and talk to us and join us in making a difference.



Valuing inclusion

Our volunteers come from a range of backgrounds, and we particularly welcome applications from racially minoritised people/people of colour, disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people. We are committed to making reasonable adjustments for applicants with disabilities to ensure full participation. If you are interested in becoming a volunteer and would like to discuss flexibility around location, time, "what you will do," and how we can support you, please contact us.



Contact details

Please contact recruitment@citizensadvicebromley.org.uk to discuss this position.