



Citizens Advice Richmond is looking for a Trustee (Employment Law)

What will you do?

We are looking to recruit a trustee to lead on our employment practices, and legal compliance in line with our organisation's mission. You will help us:

- provide expert guidance and strategic advice to the board and CEO on employment law, HR policies, and employment risk management.
- review and support the development of key HR policies and procedures to ensure full compliance with current UK employment legislation and best practice.
- play an active role in relevant sub-committees (such as HR), bringing a clear legal and employment perspective to discussions.
- advise the board on sensitive, high-level employment or volunteer-related matters as they arise.
- support the board in ensuring fair and inclusive employment and volunteering practices across the organisation.
- support the presentation of relevant board reporting at the Annual General Meeting (AGM) and participate in board evaluations.

In addition, you will:

- complete an induction for your role and maintain an awareness of how the local Citizens Advice is operating.
- contribute to the overall governance and strategic direction of a vibrant charity supporting Richmond residents.
- read papers for board meetings and attend six board meetings per year, as well as participating in relevant sub-committee meetings.



What's in it for you?

- use your experience to make a positive impact for people in your local area by ensuring the local Citizens Advice is sustainable and meeting the needs of the community
- meet people and build relationships with trustees, staff and other volunteers
- build on your governance, leadership and strategy knowledge and skills
- increase your employability



What do you need to have?

You'll need to:

- understand and accept the responsibilities and liabilities as trustees.
- have relevant qualifications or substantial professional experience in UK employment law or HR management.
- demonstrable experience in advising on employment law, workforce management, or HR policies within an organisation or client-facing setting.
- knowledge or experience of charity governance, volunteer management, or employment issues within the voluntary sector would be helpful but is not essential.
- be non-judgmental and respect views, values and cultures that are different to your own.
- have good listening, verbal and written communication skills.
- be able to exercise good independent judgment and if necessary make difficult recommendations.
- be able to explain complex employment law concepts or HR risks in a clear, accessible way to non-specialists.
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection.
- be willing to undertake training in your role.



How much time do you need to give?

You will need up to 15 hours per month for the regular activities, but this will vary according to the quarterly reporting and other factors.

Trustee boards usually meet in the evenings, and you'll likely need to give 12-15 hours per year to attend these. Sub-committees meet quarterly and a further 4-6 hours per year are required for these.



Valuing inclusion

Our volunteers come from a range of backgrounds, and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (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

Please contact Lorna Reid on 0208 891 2145 or lorna.reid@citizensadvice-richmond.org for a chat about the role.

To apply, please complete our application form and indicate that it is the trustee treasurer role you are interested in, many thanks.

[Become a Trustee – Citizens Advice Richmond](#)