

Advice Space – Trustee Board Chair

Background, Role Description, Person Specification & Process

About your organisation	<p>Advice Space was formerly known up to 2018 as Citizens Advice, Belfast Group.</p> <p>Celebrating 60 years in operation in 2024 Advice Space provides practical information, advice, advocacy and representation services to around 30,000 households annually with around 90,000 issues.</p> <p>Our new 2024-29 Board approved Strategic Plan provides clear objectives in order for us to help people secure their rights and entitlements under the law in order to help relieve poverty.</p> <p>With around 34 staff and a small team of volunteers Advice Space operates from 6 office locations throughout Belfast. Services such as information, advice, advocacy and representation are offered in a number of ways such as face-to-face, or via a telephone helpline service open every weekday; drop-in facilities across our office estate; appointments and email.</p> <p>With an approximate £1.2m annual operating budget Advice Space is in a healthy reserve position.</p>
Role Title	Chair
Location	Belfast
Main duties	<ul style="list-style-type: none">-Understand the role of a Charity Chair.-Become familiar with Advice Spaces Articles of Association.-Ensure the Board fulfils its responsibilities.-Ensure effective governance is in place including adherence to the Board approved Scheme/Schedule of Delegation (SoD);-Provide strategic direction as necessary.-Meet the CEO to plan/agree agenda and business ahead of Board meetings.-Chair meetings of the Trustee Board.-Chair the Annual General Meeting.-Ensure the Board has the right skills and balance.-Ensure effective inductions/welcoming of new Trustees.-Oversee arrangements for appointment of office-

	<p>bearers at appropriate times.</p> <ul style="list-style-type: none"> -Ensure effective governance arrangements are in place for Advice Space. -Carry out reviews with Trustee Board members as agreed. -Provide appropriate supervision and support for the Chief Officer. -Oversee recruitment of the Chief Officer if/when required. -Act as a signatory for Advice Space for appropriate authorisation of online banking payments, accounts, regulatory returns (e.g. <i>Companies House/FCA/Charities Commission/ICO etc.</i>) and funding bids/contracts/funder monitoring. -Act as an Ambassador for the organisation.
Profile of candidates sought (knowledge, skills and experience)	<ul style="list-style-type: none"> - Experience and knowledge of working with/in the voluntary/charity sector. - 3-Years Previous Board experience, - Ability to build consensus - Problem solver/solution focussed - Calm under pressure - Measured - Leadership skills - Experience of chairing meetings and committee work - Facilitation skills - Tact and diplomacy - Excellent communication and interpersonal skills - Impartiality, fairness and the ability to respect confidence.
Approx. Time Commitment (ie Board meetings held quarterly with the option of Sub Committee membership)	<ul style="list-style-type: none"> -1 x Induction Day at City Centre office (<i>one-off event for the candidate selected</i>) -4 x 2hour quarterly Trustee Board meetings annually (<i>normally 50% in person and 50% online via MS Teams</i>) -1 x Annual General Meeting -1 x other meeting held in reserve annually for additional arising business (e.g. <i>Risk workshop / key decisions etc.</i>) -Advance meetings with CEO prior to the 4 annual Trustee Board meetings (<i>normally up to 1-hour and these can be online</i>) to agree agenda/s and advance prepare for upcoming business/decisions -Additional input as required and agreed <p>Most of the above dates/times are agreed 1-year in advance.</p>

How to apply or to seek further info (Contact Name, Telephone Number and email)	<p>A CV tailored to show how you feel you meet the profile of candidate sought that is outlined above should be sent in by email to the Advice Space HR Manager, Hazel Allen before the closing date via:</p> <p>hazela@advicespace.me</p> <p>An informal discussion can also be arranged via the CEO, Peter McMahon by contacting him at: peterm@advicespace.me</p>
Closing Date/Time	Noon on Friday 26th July 2025
Process	<ul style="list-style-type: none"> -Board notified / shortlisting agreed 30th July 2025 -Applicants notified of shortlisting decisions by close of business, Friday 02nd August 2025 -Interview (if required) will then be arranged <i>(Date will then be agreed)</i> -Vote/election process <i>(Proposer/second)</i> -Companies House notified & induction date then agreed.