



Trustee Recruitment Pack

Welcome from the Chris Lothian-Field, Chair

Thank you for your interest in becoming a trustee of Cyfraith Gymunedol y Gogledd / North Wales Community Law.

We were established in 2022 to rebuild a missing part of the justice system in. Across North Wales, many people experiencing poverty, discrimination or housing insecurity struggle to access the legal advice they need to enforce their rights. Specialist social welfare law services have disappeared from many communities, leaving people without access to justice.

Since opening in 2023, North Wales Community Law has begun rebuilding access to housing legal aid and developing partnerships with community organisations. Our work is rooted in the belief that legal rights should not exist only on paper but must be accessible in practice for everyone. We provide free, community-based legal advice and representation in housing law to people who cannot afford private legal services. Over the next 12 months we intend to expand our services to offer legal advice in other areas of law beyond housing.

NWCL currently has a staff team of five and an annual income of approximately £250,000. We are now entering the next stage of our development. As we continue to grow, we are expanding our board to bring in additional skills, experience and local perspectives. We are committed to building a board that reflects the communities we serve. We are particularly keen to welcome trustees who call North Wales homes and who share our commitment to improving access to justice for people experiencing disadvantage. We strongly encourage applications from people from under-represented backgrounds, including individuals with lived experience of poverty, discrimination or barriers to accessing justice.

We would be delighted to hear from you. Details of how to apply are included below, but please do contact my colleague Jayne Butler for an informal chat to understand more about the role.

The Role of the Board

Trustees play a vital role in ensuring that North Wales Community Law fulfils its mission and operates effectively.

The board is responsible for:

- setting the organisation's strategic direction
- ensuring financial sustainability and good governance
- overseeing risk management
- supporting and constructively challenging the executive leadership
- safeguarding the organisation's mission and values.

Trustees share collective responsibility for the governance of the organisation and work together to ensure that decisions are made in the best interests of North Wales Community Law.

Trustee Positions Available

We are currently seeking to appoint trustees based in North Wales and have a specific need for a treasurer and a vice-chair.

Who are we looking for

We welcome applicants from a wide range of backgrounds and encourage people with lived experience of the issues our organisation addresses to apply. You do not need previous trustee experience. A full induction and support will be provided.

We are looking for trustees who live, work or study in North Wales who bring:

- Commitment to access to justice
- Experience delivering services or working with vulnerable or marginalised communities (this could be paid or voluntary or lived experience)
- Willingness to contribute actively to board discussions
- Commitment to equality, diversity and inclusion.
- It would be a bonus if you also have experience of charity leadership, governance or management, especially in a legal advice context
- Additional requirements apply for Treasurer and Vice-Chair roles (see below).

Trustee Role Specification

Time commitment

We have 5 online board meetings per year and an annual awayday. Trustees are expected to attend these and devote sufficient time to read through the board papers in advance. We estimate the time commitment to be one day per month.

Overall purpose of the role

Our trustees are legally responsible for the governance of the charity. This means they must make sure that NWCL achieves its objectives, which are set out in our governing document. The trustees ensure that we have a strategy, and that our assets and resources are only used for charitable purposes in line with our governing document and with Charity Law.

Trustees have a collective responsibility to work together for the best interests of NWCL.

Main responsibilities

1. To understand NWCL's aims and objectives as set out in our governing document and ensure that we operate in accordance with them.
2. To help set the strategy for the organisation (including the financial strategy) ensuring progress against agreed objectives is monitored
3. To use your skills, knowledge and experience to further our work, managing conflicts of interest appropriately and maintaining clear governance boundaries.
4. To help identify and monitor risks and contribute to the boards ongoing review of its effectiveness.
5. To attend and contribute to meetings of the board as relevant, and undertake agreed tasks between meetings.
6. To uphold any policies and procedures relevant to the trustee role including confidentiality, safeguarding and data protection, contribute to our approach to equity, diversity, and inclusion.
7. To provide support and challenge to the Leadership Team and other staff to ensure they are carrying out their roles and achieving the set objectives for NWCL.
8. To help with the recruitment and/or induction of staff and new trustees as required.

9. Additional details for Treasurer

The Treasurer supports the board to maintain strong financial governance and sustainability. Responsibilities include:

- providing financial oversight and scrutiny at board level
- reviewing budgets, management accounts and financial forecasts
- ensuring appropriate financial controls and processes are in place

- supporting the board in making informed financial decisions
- working closely with the leadership team on financial planning.

10. Additional details for Vice Chair

The Vice Chair supports the Chair in providing leadership to the board and ensuring effective governance. Responsibilities include:

- supporting the Chair in leading the board including acting as a sounding board for the Chair and senior leadership
- helping ensure effective trustee engagement and governance
- chairing meetings where required.

How to Apply

You're welcome to have a conversation with us before you apply – please contact our Advisor, Jayne Butler by email at: Jayne.Butler@nwcl.cymru if you'd like a chat.

- Applications will be considered on a rolling basis from 31 May 2026
- We will respond to every application
- We will invite shortlisted applicants to an informal conversation with current trustees (online)

We ask all applicants to apply by email to Jayne.Butler@nwcl.cymru by their CV and answer 3-5 questions. You can do this in writing or in audio or video format if that is your preference. We recommend keeping each answer to around **200 words**.

1. **Connection to North Wales:** Please tell us about your connection to North Wales and how this informs your interest in volunteering with us
2. **Experience of supporting communities:** Please describe any experience you have of working with or supporting vulnerable or marginalised communities (this can include professional, voluntary or lived experience)
3. **What skills would you bring:** Tell us about 3 skills or experiences you would bring as a trustee
4. **For Treasurer applicants:** Please describe your finance experience and how you would support board-level financial oversight
5. **For Vice Chair applicants:** Please describe your governance experience and how you would support effective board function and development

We look forward to hearing from you.