

Chairperson Recruitment



glasgow
north
west

Help us support
communities in
the North West of
Glasgow with
quality advice

Join our
Board!



Who we are

Glasgow North West Citizens Advice Bureau (GNWCAB) is an independent charity that provides free, impartial, and confidential information and advice services in the north west of Glasgow. We offer support on issues ranging from debt, benefits, and welfare rights to consumer rights, finances, and budgeting support.



Our services are available to everyone in our local communities. We aim to make them as accessible as possible by promoting equality and diversity and by challenging discrimination.

To learn more visit [our website here.](#)

Who are we looking for?

We currently have a small but strong Board of Directors with diverse professional expertise. We are seeking new Chairperson who can lead the Bureau through a period of premises change and support and develop our strategic plans for the future, ensuring we provide the most relevant and accessible advice services possible.

The role offers the opportunity to make a central and strategic contribution to supporting the people of north west Glasgow with a range of pressing advice issues. Our work at GNWCAB also makes a fundamental contribution to the campaigns and advocacy work of Citizens Advice Scotland on behalf of the full network of CABs.

To support these outcomes, we plan for a minimum 6-month induction period during which the successful candidate will shadow the current Chair and get to know our organisation in detail as a Director. Once fully in post as Chair from October 2025, you will be further supported by our experienced Vice-Chair and Finance, Risk, and Audit (FRAC) Committee Chair.

We welcome applications from candidates with experience of organisational leadership who feel passionate about our work, regardless of professional background. We are looking for candidates with a sound understanding of (third sector) governance, financial acumen, and experience contributing to or leading boards

We want our Board to be representative of our local community and so would welcome approaches from people who live locally or have lived experience of issues facing our clients. We encourage applications from groups that are under-represented on charity boards, particularly people from Black, Asian, or other minority ethnic communities, as well as young and Disabled people.

Other key aspects of the role include:

- Setting strategic direction
- Overseeing governance and regulatory compliance
- Appointment and management of the Chief Executive
- Collaboration with colleagues in local bureaux and Citizens Advice Scotland (CAS)
- Risk management
- Board engagement, development and support



Time commitment

The expected commitment for the Chair is approximately 30 hours per quarter, incorporating flexibility to work around a full-time working schedule. Board and Finance, Risk and Audit Committee (FRAC) meetings are each held 5 times a year, two weeks apart.

Board meetings are held at GNWCAB in Maryhill, Glasgow on Tuesdays 5:30-7:30pm. FRAC meetings are held online Tuesdays 5:00-6:30pm.

How to apply

To apply, **email your current CV and a cover letter**, outlining your relevant skills/experience and your reasons for applying to: recruitment@gnwcab.org.uk. Please include 'GNWCAB BoD Chair' in the title of your email.

You can also get in touch on the above email address to request an informal conversation with the current Chair about our work and the application process before applying.

We will be accepting applications on a rolling basis. Shortlisted candidates will be invited for an in-person interview at GNWCAB.



**Email your CV and cover letter to
recruitment@gnwcab.org.uk**

Thank you for your interest in the Board at GNWCAB.