



Yate Community Bike Hub CIO

Charity number: 1213972

Volunteer Opportunity - Trustee with Legal / Governance Experience

Yate Community Bike Hub CIO is a volunteer-run initiative to help people access bikes as a form of healthy, green, low-cost, high fun means of everyday transport in Yate and surrounding areas. We are looking for a trustee with legal expertise and charity experience to strengthen the Board in all matters relating to governance, compliance and risk. This trustee will provide strategic oversight and guidance on legal responsibilities and help us to ensure best practice in charity governance.

What will you be doing?

Having recently gained charitable status we are looking to strengthen our organisational resilience and ensure the highest standards of governance as we continue to grow. The role of this Trustee will underpin collective understanding of legal duties and risk management, helping to embed compliance and ethical practice into strategic planning. They will also support the review and development of policies, terms and conditions, and governance documents to ensure they remain fit for purpose as we grow.

This role will play a crucial strategic part in strengthening the organisation's resilience, credibility and long-term sustainability. It is envisaged that the time commitment for this role including attendance at quarterly meetings (c.3hrs each) will be in the region of 24 hours per year.

What are we looking for?

We are seeking a trustee with strong professional experience in legal practice or legal advisory work. This may include charity law, company law, governance, regulatory compliance, employment law, safeguarding, intellectual property or contract law. Experience within the charity, arts, education or not-for-profit sectors would be highly valuable, though it is not essential.

The most important quality is the ability to think strategically and apply legal insight at Board level, ensuring that risk is appropriately managed and that the organisation operates within a clear and confident legal framework.

Our ideal trustee will have:

- Legal professional experience
- A strong understanding of charity governance and trustee responsibilities
- Experience advising on contracts, partnership agreements or organisational risk
- Knowledge of data protection, safeguarding and regulatory compliance
- The ability to provide clear, pragmatic legal guidance to non-legal colleagues
- Confidence contributing at Board level and constructively challenging where appropriate



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Experience of active travel and community-led recycling initiatives would be welcome but is not essential. It is our ambition to be an inclusive and diverse organisation and to be representative of the communities we serve. We therefore welcome applications from individuals of all backgrounds.

How to Apply

To apply please send the following to our Project Manager via lexy@yatecommunitybikehub.co.uk with the subject line ***Trustee - Legal and Governance***

- your CV detailing your experience and qualifications
- contact details for someone who can provide a reference
- covering email / letter (c.1000 words or 2 sides of A4) explaining why you'd like to join the Trustees at YCBH and giving examples of how you meet the criteria above

Please also send any questions regarding the role to same address.

The deadline for applications is 30th September or as soon as the position is filled. Please note that this role is unpaid.

If your application is shortlisted by the Chair and Trustees we will contact you within three weeks of receiving your details. We expect to hold informal interviews in October and these can be in person or via Zoom.

In the event of a large number of applications we apologise that we may not have the resource to provide individualised feedback to each candidate.
