

**Role:** Trustee

**Where:** Ely Foodbank

**When:** Bi-monthly meetings in the evening, of which three are face to face based in Ely and three are online

**Time commitment:** Two hours per board meeting, in addition to any additional duties e.g. attending meetings, training etc which might amount to two week-end days in the year

### **Overview of the role:**

Ely Foodbank are seeking to recruit Trustees with an interest in helping others, who are willing to uphold the food bank's values, and who can bring life experience to the board of trustees. Trustees have collective responsibility for the governance of the organisation and for all decisions made by the Board. They set the strategic direction for the organisation, ensuring alignment to our values, and are responsible for setting organisational policy, defining goals, agreeing the financial plan, evaluating performance, and ensuring that strong relationships are maintained between the Trustees, foodbank staff and our team of volunteers.

### *Key tasks:*

- To manage the charity's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk and not over-commit the charity.
- To ensure the board regularly reviews its structures, roles, relationship to staff and implementing changes if and when necessary.
- To develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.
- To work alongside the Treasurer and the board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined and made publicly available when necessary.
- To ensure the charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects.
- To help promote the organisation to a wide audience of potential funders and beneficiaries and community stakeholders.
- To ensure the food bank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- To act with reasonable care and skill, giving your time, thought and energy to your role.
- To prepare for and regularly attend and participate in board and subcommittee meetings and any trustee away days.
- To provide ad hoc support to the staff team and volunteers from time to time.
- To act at all times in accordance with the foodbank's trustee code of conduct.

The Trustees may also undertake additional work for the charity between meetings subject to their availability and skill set.

## About you

We are looking for people who want to help their local community and work towards the eradication of food poverty whilst supporting the food bank to continue to provide emergency food to people who find themselves in crisis. Our ideal candidates would demonstrate:

- A commitment to the work of Ely Foodbank.
- A knowledge and passion for your local community.
- Excellent communication skills.
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board.
- Willingness to act in the best interest of the charity.
- Sound, independent judgement, and the ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn, develop and collaborate.
- It is not necessary to have previous board experience as training and support will be provided. This role could support someone taking their first steps to develop wider board level and governance experience
- Whatever your background, we want to make sure you are supported and empowered and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, with varying experiences, can help to make what we do as effective as possible. As such, we welcome all applicants regardless of age, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation. We also encourage those with lived experience of poverty to apply.

## Benefits of volunteering

- Use your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.
- Make a real difference to the running of the Foodbank.
- A full trustee induction is in place to support the prospective candidate within their role, as well as access to ongoing training provided by the Trussell Trust.

## Impact of your role

By supporting the governance of the food bank, you are part of a team providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Ely Foodbank.

## Please note:

- You must be 18 or over and must not be disqualified from acting as a trustee and declare any conflict of interest while carrying out the duties of a trustee.
- Trustees are appointed for a five-year term of office, renewal for a further a term to a maximum of ten years.
- This is a voluntary position, but reasonable expenses are reimbursed.