



# JOB PACK

**Trustee**

#WeAreFoodCycle

[www.foodcycle.org.uk](http://www.foodcycle.org.uk)

FoodCycle is an equal opportunities employer.

# A MESSAGE FROM THE CEO



Welcome - we're delighted to see that you're interested in joining FoodCycle. People are at the heart of everything we do from our volunteers, guests, supporters, organisations and of course our dedicated staff team.

Now in our 15th year of operation I'm sad to say that our meals are needed more than ever. 4.2 million children in the UK are growing up in poverty, 76% of our guests worry that their financial position will get worse and loneliness and lack of nutrition in diets is having a negative impact on both physical and mental health.

We know that community dining acts as a social anchor for many and has huge benefits to our guest's physical and mental wellbeing. We're on a mission to bring our community meals to as many towns and cities as we can and we need amazing people like you, to help us get there.

If you care about people, have a taste for nutritious food, and really want to make a difference to people, communities and the planet, then we think you'd fit right in!

*Sophie*

## 2023 IN NUMBERS

**127,587** COMMUNITY MEALS\* SERVED

**83** LOCAL COMMUNITIES SUPPORTED

**239** TONNES OF SURPLUS FOOD SAVED

**5,849** VOLUNTEERS DONATED  
**133,295** HOURS OF THEIR TIME

**214,461** HOURS SPENT ENGAGING WITH OUR GUESTS\*\*

**92%** OF FOODCYCLE GUESTS SAID THAT COMING TO A FOODCYCLE MEAL MAKES THEM FEEL HAPPIER

\*A community meal is a two or three course meal cooked and served by FoodCycle volunteers and eaten by our community of guests and volunteers.

\*\*total contact time through Community Meals, takeaway service or Check-in and Chat calls

FoodCycle is a company limited by guarantee (number 7101349) and a registered charity in England and Wales (number 1134423).





Dear Candidate

We are excited that you are looking at the work of FoodCycle and considering joining our fantastic board of trustees. Charity trustees play a very important role in make sure that the charity is run in the interests of the people it is there to support.

We are currently looking to expand the board from seven to nine trustees and to enhance our skills and knowledge around fundraising and operations.

FoodCycle has been delivering nutritious meals made from surplus food to feed vulnerable people since 2009. In that time, we have served over 3.5 million meals and grown to a network of 102 community meal Projects across England and Wales. FoodCycle is the only national charity that rescues surplus food and directly converts this to meals for hungry and lonely people to eat together. We have a proven model and fifteen years' experience of delivering community meals to vulnerable people.

We are coming to the end of our three year expansion strategy to reach 100 Project by 2025. Our new strategy will see us focus on three things:

- To be recognised as leaders in delivering and promoting community dining
- To take a people centered approach to growing community projects supporting more guests than ever
- To strengthen our sustainability as an organisation

Our strategy has been drawn up by our CEO with collaboration and support from the Board.

We know our model creates behaviour change both in terms of how people engage with their local community and through trialling and enjoying new healthy foods without risk of paying and cooking those foods. Hence, we believe there should be a FoodCycle or equivalent community dining experience throughout the whole of the UK and we are planning to campaign for this.

FoodCycle Trustees are authentic, passionate and ambitious on behalf of the people we serve. We would like to hear from you if you believe in a hearty nourishing meal to build communities and connection

It's an exciting and important time to be joining us at FoodCycle to deliver our mission and be part of an organisation which boasts 6,500 active volunteers and 3,100 diners every week.

Best wishes

A handwritten signature in black ink, appearing to read 'Sophie'.

**Sophie Tebbetts**  
CEO  
FoodCycle

**Mary McGrath MBE**  
Chair  
FoodCycle

# ABOUT FOODCYCLE

Week in, week out we nourish the hungry and lonely in our communities with delicious meals and great conversation, using food that would otherwise go to waste. Our Projects are run by thousands of skilled, trained and dedicated volunteers who create tasty meals to be shared by the local community. We believe that everyone has a right to good food and company without probing questions and FoodCycle welcomes people from all backgrounds and walks of life.

## WE AIM TO:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

## WHY WE'RE NEEDED

### 14.5 million people are in poverty

A report from the Joseph Rowntree Foundation states that 1 in 5 of the UK population (22%) is living in poverty. Following the removal of the £20 increase to Universal Credit and Working Tax Credit, and with energy tariffs and tax bills set to rise, British families face the prospect of having to endure the worst cost of living crisis for 30 years. The full impact of the pandemic is yet to hit home but it is predicted that it will further increase levels of destitution and 61% of FoodCycle guests are already reporting that they struggle to pay bills.

### Loneliness is rife after the pandemic

Half a million older people go at least five or six days a week without seeing or speaking to anyone at all and 70% of FoodCycle guests said that they sometimes or often felt lonely. The pandemic meant people have spent even more time on their own and they are missing human connection and social interaction. A FoodCycle guest from Islington says "I haven't been outside for most of covid and I have been so excited to get back to FoodCycle to see my friends, I really missed seeing them every week. I feel like I am ready to start living again."

### Good food is still going to waste

A WRAP report estimates that a UK household wastes on average the equivalent of 8 meals a week. Whilst we are getting better at reducing food waste, we are still throwing away 4.5 million tonnes of perfectly good food each year,<sup>[VM1]</sup> with a value of £13.8 billion. The carbon associated with this food is equivalent to that generated by one in five cars on UK roads.

### Nutrition improves wellbeing

Results from a national survey published in the American Journal of Public Health, showed that frequent fruit and vegetable consumption can increase happiness, life satisfaction and wellbeing in just two years. 81% of our guests said that they eat more fruit and vegetables because of FoodCycle and 84% said that the meals have given them the chance to try new foods.

### Supporting the UN's Sustainable Development Goals

The 17 Sustainable Development Goals (SDGs) are an urgent call for action by all countries, recognising that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests. FoodCycle's work contributes to multiple goals by tackling food poverty, food waste, bringing communities together and supporting health and wellbeing.

**\*equivalent meals, based on the assumption of an average meal weighing 420g (FSA 2008)**  
**\*\*total contact time through Community Meals, takeaway service or Check-in and Chat calls**

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## What is a Trustee

At FoodCycle the trustees ensure that the charity has a clear strategy, and that its work and goals are in line with its vision. Our role is to be the 'guardians of purpose', making sure that all decisions put the needs of the beneficiaries first.

We also safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

FoodCycle trustees delegate the day to day running of the organisation to our Chief Executive, Sophie Tebbetts. We aim to be a 'critical friend' to the Chief Executive by giving her support and by challenging the team – in a supportive way – to help ensure we offer the best possible service to our guests.

## Role of Trustee at FoodCycle

As trustees we overview each of the following activities:

- To ensure that FoodCycle complies with our governing document, charity law, company law and any other relevant legislation or regulations and that we pursue our Objects as defined in our governing document
- To ensure that we apply our resources exclusively in pursuit of FoodCycle's Objects and that we are efficiently and effectively managed
- To safeguard the good name and values of FoodCycle
- To manage risk with a considered, proportionate and balanced approach
- To ensure the financial stability of FoodCycle, so that the charity has the means to carry out its purpose
- To follow agreed principles and processes for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive
- To be part of safeguarding, remuneration and other panels as required
- To ensure the charity meets legal requirements when referring to its charitable status, for example in advertisements, and in the provision of public information
- A willingness to act as an ambassador for FoodCycle

In addition to the above duties, we ask that our trustees use any relevant specific skills, knowledge or experience, to help the Board of Trustees reach sound decisions.

It is also important that you have the time to commit to the role. As a trustee you will need to spend time reviewing FoodCycle's papers prior to Board Meetings and attend additional meetings either to support the Senior Leadership Team or help develop strategy.

## Time Commitment

The Board meetings are usually held in central London or virtually four times a year (usually between 4pm and 7pm) and you are asked to attend the FoodCycle annual conference held on a weekend in October and a Trustee Asay Day held in January.

We currently have three committees: Governance; Audit and Risk; Trading and Fundraising. You would be expected to join one of these committees to facilitate the work of the board. Each committee meets either once or twice for one hour between Board meetings.

Additionally, you should expect to be available for brief phone/virtual check-ins and are encouraged to volunteer at our projects at least once a year.

Trustees serve three years on the FoodCycle Board with an option to extend.

Please note this position is unremunerated. FoodCycle will re-imburse reasonable expenses.

## Skills and experience

We are hopeful that a wide range of people with differing skill sets and experience apply for our Trustee position. It would be helpful if you have skills and experience in one or more of the following areas, however they are not essential.

- Governance – experience as a board member for a company or charity – this is ideal but not essential as we will provide training
- Experience at a senior level within the hospitality, food retail or food wholesale sectors
- Social Prescribing/guest outreach – an understanding of the needs of our guests with the ability to reach out to charities/health organisations across the UK
- Policy – experience of developing policy and campaigns, ideally within a charity context
- Income generation – experience of developing and implementing a successful income strategy
- Volunteers – experience of and responsibility for recruitment/training/policies and procedures relating to volunteers
- You will be committed, astute and community minded, with the ability to think flexibly, challenge when needed and willing to speak your mind.

## What does onboarding look like?

We are keen to ensure that you enjoy your experience of being a Trustee at FoodCycle. FoodCycle will invest in training and mentoring for you as necessary in accordance with your experience.

Onboarding will include shadowing a board meeting, where you are not strictly a trustee, but where you will have time to meet the other trustees and the senior team at FoodCycle. The CEO/Chair will also accompany you to a FoodCycle project so that you can see the work of the charity first hand.

To enable you to understand your duties FoodCycle hosts training sessions for all trustees on safeguarding and invests in bespoke training for individuals depending on need.

## Applying for this role

**Inclusivity:** FoodCycle is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating an inclusive and diverse workplace where everyone feels valued and respected.

**To formally apply,** please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position. Please apply online via our vacancy website.

If you would like to have an informal conversation about this opportunity you can email [mary@foodcycle.org.uk](mailto:mary@foodcycle.org.uk)

### EDI Monitoring

FoodCycle is committed to promoting Equity, Diversity and Inclusion (EDI). To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete the EDI monitoring form as part of your application.

This information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence in line with GDPR. The information provided does not form part of the decision-making process and will not affect your application.

FoodCycle will re-imburse reasonable expenses and welcome applications from across the country.

## Recruitment timetable

**Closing date for applications:** By 5pm Friday 31<sup>st</sup> January 2025

**Interviews:** w/c Monday 10<sup>th</sup> February 2025

FoodCycle is an equal opportunity employer and values diversity. The role advertised is 'Regulated Activity' and as such is not exempt from the Rehabilitation of Offenders Act 1974 and that all potential applicants will be subject to a DBS disclosure check.