

Role: Trustee (Fundraising & Grants Lead)

Where: Leeds North & West Foodbank

When: approximately 6 Board meetings per year usually every two months

Time commitment: approximately 2 hours per meeting

Overview of the role: this role involves leading on fundraising and grant applications at board level, ensuring that the Trustee Board is aware of and kept up to date with any fundraising/grant developments.

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

Key tasks

Fundraising & Grants Lead Responsibilities:

- To work alongside the Treasurer and the rest of the Board to plan what level of funds are required to be generated to ensure the effective running of the charity.
- To work alongside the Trustee Board to ensure that all grants are sought and written with the purpose of meeting the charities vision and objectives.
- To lead on the organisation of local fund-raising opportunities to support the running of the charity, including incorporating national Trussell Trust fund raising campaigns/events throughout the year.
- To oversee, with operational management support, the writing of high-quality grant applications that are in line with the charity's vision and objectives.
- To regularly communicate to the rest of the Trustee Board via Trustee meetings or any other communication of any relevant information and/or developments regarding fund raising or grant applications.

Objectives of the food bank:

- To ensure the Trustee Board develops a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

Other responsibilities, along with the Board of Trustees, include:

- To work alongside the Treasurer and the Trustee Board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.

- Ensure your 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 wider audience of potential funders and beneficiaries.
- 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.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the food bank in the community.

About you

- A knowledge of and commitment to the work of the Leeds North & West foodbank.
- A knowledge, ability and passion for fundraising and grant application writing.
- An ability to lead on any fundraising and grants matters in a supportive and confident manner.
- Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.

Benefits of volunteering

- Using 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 food bank.

Impact of your role

- By leading on fundraising and grants matters for the food bank, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Leeds North & West foodbank.

Support

- A full Trustee induction is in place to support the prospective candidate within their role, as well as access to local Voluntary Action Trustee training.