



IT Lead Trustee

Where:

North Cotswold Foodbank

When:

We aim to appoint by the end of March 2024

Time commitment:

10 - 12 hours per month, with additional preparation required for our quarterly trustee meetings.

Overview of the role:

You will be leading on IT, systems, and data. This involves ensuring that the other trustees are supported in their understanding of these matters, overseeing the policies relating to these areas, and working closely with the staff team wherever necessary. You will also ensure that the board is aware and kept up to date regarding the legal, regulatory and governance responsibilities of the charity regarding the care of all who interact with North Cotswold Foodbank, including staff and volunteers.

What you will be doing:

Responsibilities (specific to your role):

- To ensure that the board understands and complies with their legal and regulatory responsibilities in respect of data protection, data retention, and disposing of defunct hardware.
- To ensure, with support from members of the staff team and other trustees, that all policies related to your areas of expertise are in place and kept up to date with the changing internal and external environment.
- To be aware of any introductions of, amendments to, or repeals of relevant legislation, and be able to reflect these changes throughout North Cotswold Foodbank's operations.
- To ensure, with support from members of the staff team, that all relevant staff, trustees, or volunteers are trained and aware of the correct processes for using systems; storing, accessing, and deleting data; and using hardware and software as part of their roles.
- To regularly communicate to the rest of the trustee board via email, ad-hoc meetings, and regularly scheduled trustee meetings, any information relevant to your role.

Responsibilities (common to all trustees):

- To collaborate with the Treasurer and the trustee board to ensure that North Cotswold Foodbank'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 North Cotswold Foodbank to a wider audience of potential funders, partner organisations, service users, and other bodies.
- To ensure that North Cotswold Foodbank 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.
- Give good counsel and measured advice on any matter that requires it, acting in a collaborative, positive, and constructive way.
- To serve as an additional promoter of North Cotswold Foodbank within the community.

What we are looking for:

- A knowledge of, and commitment to, the work of North Cotswold Foodbank and the Trussell Trust. To be sympathetic to the ethos and principles of the Trussell Trust.
- An understanding of the reasons why people face hunger, food insecurity, and/or food poverty.
- A robust knowledge of contemporary IT, systems, and data management.
- An ability to lead on any matters relevant to your role.
- The ability to provide carefully considered advice in a constructive way.
- Someone who enjoys working as part of a team.
- An understanding that periods throughout the year are busier than others.

What's in it for you?

- Be part of a forward-thinking team
- Using your existing skills to enhance our board.
- Meet new people who share your passion to eradicate food poverty in the local community.
- Make a real difference to the running of the food bank.

Support on appointment.

- You will be 'buddied with one of our Trustees to support you through the first 3 months, ensuring that you are comfortable with your knowledge of both our organization and Governance law that guides our work.
- As a new Trustee you will be encouraged to visit all our outlets, the warehouse and schedule time with the Operations Manager to fully understand the operation of the organization.



Please note:

- You must be 18 or over, must not be disqualified from acting as a trustee, and must declare any conflict of interest both prior to and whilst carrying out the duties of a trustee.
- North Cotswold Foodbank's Volunteer Policy will be shared with you, and all applicants will be expected to confirm that they would adhere to it.