



Safeguarding Lead Trustee

Where:

North Cotswold Foodbank

Time commitment:

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

When:

We aim to appoint by the end of March 2024

Overview of the role:

You will be leading on any safeguarding issues, policies, and concerns; ensuring that the board are aware and kept up to date as to the legal, regulatory and governance responsibilities of the charity regarding the care of all who interact with the North Cotswold Foodbank, including staff and volunteers.

What you will be doing

Trustee (Safeguarding Lead) Responsibilities:

- To ensure that the Trustee board understand their legal and regulatory responsibility on matters of Safeguarding for the charity.
- To ensure, along with Operational Management support, that all safeguarding policies and risk assessments are in place and kept up to date with the changing internal and external environment.
- To continuously keep up to date with all safeguarding legislation/regulations, to be able to reflect these changes in the food bank centres/warehouse in the relevant manner.
- If not the primary or secondary safeguarding officer, ensure that all safeguarding issues are reported to yourself for the trustee board to be informed.
- Along with Operational Management support, to ensure that all relevant staff, trustees, or volunteers are suitably trained and aware of the correct process to follow if any safeguarding concerns arise, including how safeguarding officers raise a concern to the relevant authorities.
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information, issues, and concerns as outlined above regarding Safeguarding.

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.
- A strong knowledge of Safeguarding legislation and a charities responsibility.
- An ability to lead on any safeguarding matters in a supportive and confident manner.

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 required to visit all our outlets, the warehouse and schedule time with the Operations Manager to fully understand the operation of the charity.

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.