

**TAMESIDE SOUTH AND LONGDENDALE FOODBANK  
ROLE DESCRIPTION FOR A CHAIR OF TRUSTEES**

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**Chair of Trustees of Tameside South and Longdendale Foodbank (TS&LF)**

**Key Tasks**

**As a Trustee:**

Work with the other trustees to provide management and direction for food bank operations.

Ensure that the foodbank meets legal and good practice standards:

- In the care of clients and volunteers.
- As a registered charity:
  - carrying out our purpose towards stopping hunger in our local area
  - complying with our governing document and the law
- Managing our resources.
- Liaise with the Trussell Trust on a rotating basis with the other Trustees.

**As Chair of Trustees:**

- Governance and Strategy
  - Chair Trustees' meetings. TS&LF use the NCVO Governance Wheel to ensure balanced management, in line with Charity Commission guidance.
  - Working with the Treasurer to complete our Annual Report to the Charity Commission.
  - Lead fellow Trustees in updating and implementing a strategy for the foodbank.
- Operations
  - Oversight of our Financial Inclusion project which started in July 2023.
  - Oversight of our contract with Citizens' Advice Tameside who provide an advisor at our foodbank sessions and by telephone.
  - Support the food bank to provide a good service to clients and ensure that we meet the requirements of our funders.
  - Attend a governance panel every quarter.
  - Line management of our 2 paid staff, an Operations and an Administrator.
- Partnerships
  - Liaison with partner organisations such as Healthy Hyde and Citizens' Advice.
  - Maintaining good relationships with the churches where we hold distribution sessions and who donate to the foodbank.
  - Liaison with Trussell Trust.
  - Tameside East Foodbank and Droylsden Foodbank.

**Support**

- We can support you in your role as a Trustee and offer training through NCVO and Action Together.
- We are part of the Trussell Trust who offer a Trustee Helpline and support materials. They provide guidance and updates on statutory requirements best practice from

the Charity Commission. Trussell Trust also offer membership of the Association of Chairs and access to their resources and training materials.

### **Person specification**

The Chair of Trustees should have the following qualities:

- Experience managing a team or board.
- Experience of charitable work or working with volunteers.
- Good listener, able to bring the best out of Trustees and facilitate decision making.
- Team player able to motivate and encourage Trustees and volunteers so that together we can continue to feed those in need.
- Compassion and alignment with our core values of welcome and dignity
- IT literate – we use Microsoft 365 for all foodbank documentation. Meetings are often conducted using Zoom or Teams.
- Applications from those with lived experience of poverty are welcome.

It is estimated that the role will take 1 day per week but you will be able to schedule that time as convenient.

### **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.

### **Impact of your role**

By leading on the management of foodbank operations, you are part of a team providing a vital support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Tameside South and Longdendale foodbank.

### **Support**

- We can provide training in your role as a Trustee if required.
- We are part of the Trussell Trust who offer a Trustee Helpline and support materials. They provide guidance and updates on statutory requirements best practice from the Charity Commission.