

**Role:** Trustee

**Where:** Uttlesford Foodbank

**When:** One board meeting per quarter

**Time commitment:** Two hours per board meeting, in addition to any additional duties e.g. attending meetings, training etc.

### **Overview of the role:**

Uttlesford Foodbank are seeking to recruit Trustees with an interest in helping others, who are willing to uphold the food bank's values, and who can bring life experience to the board of trustees. As a Trustee you will play a vital role by ensuring that we are meeting the demand for our services, providing help and support to people in crisis in the local community as well as providing strategic direction for the charity.

Trustees ensure that the foodbank acts in conformity with its purpose and with charity legislation, and that good governance, best practice policies and rigorous financial supervision are in place. They will be required to work collaboratively, with other trustees and with the staff and volunteers of the foodbank, and other external agencies.

### **Responsibilities:**

- To ensure the 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.
- 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.
- To ensure our 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 act with reasonable care and skill, giving your time, thought and energy to your role.
- To promote the Uttlesford Foodbank in the community.
- Ensure an understanding of, and commitment to, the principles of equality, equity, diversity and inclusion.

### **About you**

We are looking for people who want to help their local community and work towards the eradication of food poverty whilst support the food bank to continue to provide emergency food to people who find themselves in crisis. Our ideal candidates would demonstrate:

- A knowledge of and commitment to the work of Uttlesford Foodbank.
- A knowledge and passion for your local community.
- Excellent communication and collaboration skills
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board.
- Willingness to act in the best interest of the charity.
- Sound, independent judgement and ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn and develop.

The food bank would particularly welcome applications from those with experience in one (or more) of the following areas:

- Charity Governance
- Strategy Development
- P/R Marketing
- Health
- Children & Young People.

We know that having volunteers from a diverse range of backgrounds 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 particularly encourage applications from people with lived experience of poverty, and also those who live in the south of the district (Stansted, Dunmow and Takeley areas).

### **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.
- A full trustee induction is in place to support the prospective candidate within their role, as well as access to ongoing training provided by the Trussell Trust.

### **Impact of your role**

By supporting the governance of the food bank, you are part of a team providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Uttlesford Foodbank.

### **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.
- Trustees are appointed for a minimum two-year term of office, renewal for a further four terms to a maximum of ten years.
- This is a voluntary position, but reasonable expenses are reimbursed.