

Brent Foodbank Trustee Role Description

Brent Foodbank – Background Information

We are a Charitable Incorporated Organisation (CIO) established in December 2023 and took on the work of Trussell from 1 March 2024. We are proud members of the Trussell UK food bank network.

Brent Foodbank's primary goal is to prevent or relieve poverty in Brent and the surrounding area by providing emergency food to people in crisis while treating them with dignity and respect. We have the longer-term ambition of breaking the poverty cycle and alleviating social isolation. Our volunteering teams also help signpost people who use our services to helpful partner organisations.

Our Clients include individuals, families, children and young people, the elderly, and people with disabilities. We operate as a referral food bank and hold three Client food distribution sessions each week—two at Church End Neasden and one in Kingsbury. Our stock warehouse is located on Willesden High Road.

Please visit our website (<https://brent.foodbank.org.uk/>) for further information about our work.

Role Description

Role: Trustee. We are seeking at least three Trustees to join our board and start contributing upon appointment. In particular, we are seeking a Fundraising Lead Trustee in addition to general Trustee roles.

Where: Brent Foodbank is based in the London borough of Brent. Applications are particularly welcome from people who live or work in Brent and who reflect Brent's diverse community.

When: We hold monthly board meetings plus other trustee sub-committee meetings.

Time commitment: Trustee board meetings (2.5 hours) are held, either online or in person in the evenings. Possible attendance of board sub-committees (e.g. Finance, Fundraising) are arranged to suit participants (1.5 hours). Trustees should also support Brent Foodbank by attending volunteer events, food distribution sessions and fundraising events.

Duration: You will join for a three-year term which can be extended.

Remuneration: The role of Trustee is not remunerated.

How to apply: Please complete our application form [here](#). For more information or assistance completing the application form, please contact Mr Lawrence Hanna (lawrence@brent.foodbank.org.uk). We are looking to make appointments by the end of March 2025.

Overview of the role: The role involves acting as a charity Trustee to set the strategic direction for the food bank. Providing good governance, ensuring that the Foodbank meets its objectives and fulfils its charitable purpose. Ensuring the Foodbank operates within its budget and in compliance with its charity, legal and operational goals.

Trustees are required to comply with the Foodbank's governing documents, charity law and other relevant laws. They must act in the Foodbank's best interests, including deciding what will best enable the charity to carry out its purpose, as well as making informed decisions to support Foodbank staff in achieving the vision/objectives of the Foodbank and ensuring there is a good relationship between the Trustee board and Foodbank staff and our stakeholders including: volunteers, our Clients, funders, donors and the community in Brent.

General Trustee Key responsibilities:

- As board members, we work to set a long-term strategy for Brent Foodbank, defining clear objectives and milestones to be monitored and refined.
- Managing Brent Foodbank's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk and not over-commit the charity.
- Ensure appropriate financial plans are in place for future budget allocations as well as ensuring that the charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- Adhering to best practice for governance of the Foodbank's assets and staff.
- Ensure the Foodbank has appropriate procedures in place to comply with current legislation and best practice, including - employment, health and safety, safeguarding, equal opportunities and GDPR/data protection compliance.
- Ensure the Foodbank treats all its Clients with dignity and respect taking account of the diversity of our Clients.
- Acting with reasonable care and skill.
- Seeking to promote Brent Foodbank in the community. Acting as an ambassador for Brent Foodbank, promoting Brent Foodbank widely, for instance, on social media to our stakeholders, including: our Clients, Volunteers and potential funders/donors.
- Note that if a Trustee becomes involved in making a Gift Aid claim for the Foodbank, a fit and proper person referral would be required.

Fundraising Lead Trustee Key responsibilities (in addition to the above):

- 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 any grants are sought and written with the purpose of meeting the charity's vision and objectives.
- To pilot the organisation of a fundraising sub-committee and lead on local fundraising opportunities to support the running of the charity, including incorporating national Trussell fundraising campaigns/events throughout the year.
- To oversee, with operational management support, the writing of high-quality grant applications that align with the charity's vision and objectives.
- Regularly communicate with the rest of the Trustee Board via Trustee meetings or any other communication of any relevant information and/or developments regarding fundraising or grant applications.

Benefits of volunteering:

- Supporting local people in a practical way.
- Using your existing skills to make a difference.
- Meet new people who share your passion for eradicating poverty in the local community.
- Make a real difference in the running of the Foodbank.

Support:

Trustee induction guidance is available to support prospective candidates. Upon appointment, you will have access to the Trussell network's trustee training materials.