**Role**: Trustee (Fundraising Lead) Brent Foodbank

**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 hours) are held usually online in the evenings. Attendance at board sub-committee meetings (e.g. Fundraising sub-committee), which are arranged to suit participants (1 hour). Trustees should also support Brent Foodbank by attending volunteer events, food distribution sessions and fundraising events.

**Brent Foodbank**

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 foodbank 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.

**Overview of the role:**

This role involves chairing the Fundraising sub-committee meetings, serving as the Fundraising Lead on the board of Trustees, assisting the foodbank manager and staff in fundraising work in making grant applications, ensuring the board of Trustees are aware of and kept up to date with any fundraising or grant opportunities, plans and progress or success. Fundraising can mean: obtaining grants, funding, personal business and charity money donations, food and in-kind donations, and business donations of employees’ time or expertise. The role involves acting as a charity trustee to set the strategic direction of the foodbank. 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.

**Key tasks**

*Trustee, Fundraising Lead - Responsibilities:*

* to work alongside the Trustee board to set our strategic Fundraising goals and track that funds and grants are sought and applied-for to fulfil the charity’s strategy and objectives
* to work with the rest of the Board to plan the level of funds required to ensure the effective running of the charity
* chair the Fundraising sub-committee, consisting of staff and foodbank volunteers
* engage staff and volunteers with the foodbank’s fundraising strategy, emphasising that fundraising is everyone’s responsibility
* to assist the Foodbank staff in the organisation of local fundraising opportunities to support the running of the charity
* to help dovetail our local efforts with Trussell’s national fundraising campaigns and events throughout the year
* to support the staff with the writing of high-quality grant applications that are in line with the charity’s strategy and objectives
* to regularly update the rest of the board at Trustee board meetings, or other communication in between, with relevant information and/or developments regarding fundraising or grant applications.

*Other responsibilities, along with the board of trustees, include:*

* to approve, support, and guide the charity’s purpose, vision, strategy, goals and objectives
* to manage the charity’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
* to ensure the effective and efficient administration of the charity, responding to changes in the local community as appropriate to ensure that key risks are identified, monitored, and controlled appropriately
* to ensure appropriate financial plans are in place, budgets are monitored, and progress is evaluated
* to review and approve financial statements
* to help promote the organisation to key stakeholders and beneficiaries
* to ensure the charity has appropriate procedures to comply with current legislation and good practice, including employment, health and safety, equity, diversity and inclusion, safeguarding, and GDPR compliance/data protection
* to prepare for and regularly attend and participate in board and sub-committee meetings and any Trustee away days.

**About you:**

* a knowledge of and commitment to the work of the Brent Foodbank
* a passion for the foodbank’s vision and strategy
* a knowledge, ability and passion for fundraising and grant applications
* an ability and experience to contribute to any fundraising and grants matters in a supportive and confident manner
* the ability to listen and engage with people with a diverse range of backgrounds and experiences
* an understanding of our local community and the services, agencies, faith communities and other groups within it

**Benefits of volunteering:**

* feeling you are making a difference whilst volunteering with us
* meeting new people and being part of a motivated team that shares a passion to eradicate poverty in our community
* building a movement for change with our volunteers, staff, and the people who use our food bank
* bringing our staff, volunteers, and trustees together to achieve our vision
* gaining a greater insight and understanding of local agencies and partnerships.

**Impact of your role**

By serving as Lead trustee and leading the Fundraising sub-committee at the food bank, you are part of providing a vital support function in our local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Brent 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.

**Please Note:**

* You will join for a three-year term which can be extended.
* The role of Trustee is not remunerated
* You may be required to have a DBS check depending on your duties as a trustee

**How to apply:**

Please use the following link [ ] to apply for the Trustee role. Applications as soon as possible please and before 3 October.

[Brent FR Trustee 08\_25].