

Canterbury Food Bank CIO

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Canterbury Food Bank is a Charitable Incorporated Organisation (CIO)
Registered with the Charity Commission in England and Wales No.1153791



Serving Canterbury, Whitstable,
Herne Bay and villages
Caring for local people in crisis

New Trustee (Volunteer) Role Description & Person Specification

Canterbury Food Bank, one of the largest charities of its kind in the UK, is recruiting new trustees.

The food bank was set up over a decade ago with an objective to end hunger and tackle poverty. We've made a start, but we've still got a long way to go.

In 2023 the charity provided enough food to make 132,000 meals for people in the district who are suffering financial hardship.

CFB has approximately 10 staff and 200 volunteers, delivering emergency food parcels in Canterbury, Whitstable, Herne Bay, and surrounding villages.

Trustees have overall control of the charity and are responsible for making sure it's doing what it was set up to do. They are volunteers and have board meetings once a month.

Previous trustee experience is not necessary. Lived experience of poverty, volunteering, community involvement and passion are as valued as work-based knowledge and skills.

Interested?

Please take a look at the broader explanation of the role below, then get in touch.

CLOSING DATE FOR APPLICATIONS: 31ST AUGUST 2024

Title:	Trustee Board Member
Main purpose and overview of role	<p>The Board of Trustees is responsible for the management of the affairs of Canterbury Food Bank. It conducts its business through its meetings and sub-committees and follows agreed processes and procedures. It produces reports to funders and supporters and where appropriate to its regulators the Charity Commission.</p> <p>This is a voluntary, unpaid, role. Reasonable expenses, e.g. travel costs, can be reimbursed.</p>
Responsibilities and activities	<p>The duties of a trustee board member are to:</p> <ul style="list-style-type: none"> • Ensure that Canterbury Food Bank complies with all requirements of the Charities Act 2011 • Ensure Canterbury Food Bank operates within the scope of its constitution and to observe all policies /procedures agreed by the Board in day to day and strategic matters • Be diligent and sensible in the administration of their duties • Maintain confidentiality and exercise proper discretion at all times in regard to the affairs of Canterbury Food Bank • Protect the reputation of charity • Actively participate in promoting the work and image of Canterbury Food Bank to the wider community • Comply with the Charity's code of conduct, social media policy and professional standards by behaving in a professional manner at all times • Respond sensitively to the needs of service users or in the wider community in the carrying out of Board plans and policies <p>In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives and evaluating or offering advice on other areas in which the trustee has particular expertise.</p>
Person Specification: Qualities and experience required	<p>Each trustee must have:</p> <ul style="list-style-type: none"> • A commitment to the mission of Canterbury Food Bank • A willingness to attend Board meetings • Integrity • Strategic vision • Good, independent judgement • An ability to think creatively

	<ul style="list-style-type: none"> • An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship • An ability to work effectively as a member of a team and to take decisions for the good of the charity <p>The board of trustees collectively needs skills and experience in the following areas:</p> <ul style="list-style-type: none"> • Financial management • Income generation / corporate fundraising • Business development and marketing • Charity law and governance • Digital strategy and communication • Human resource management • Estate management • Collaborative partnerships • Lived experience of poverty support
<p>A commitment to the role and time required</p>	<p>Twelve board meetings a year, held on the last Thursday of the month and lasting one and a half hours. These are normally held online although face-to-face meetings are held from time-to-time. In addition, trustees are encouraged to join a subcommittee or working group to further the work of the board and support the Senior Management Team</p> <p>Trustees are expected to keep up to date with board and other documents and contribute to email discussions.</p> <p>Trustees may be invited to participate in induction sessions, staff and volunteer events and external gatherings with stakeholders.</p>
<p>Checks to be completed for role</p>	<p>References will be requested.</p>
<p>What can you expect from volunteering at Canterbury Food Bank</p>	<ul style="list-style-type: none"> • Clearly defined voluntary role within the organisation • Induction, information and training to enable you to carry out your role effectively • Provide you with the policies, procedures and standards of the organisation in relation to your role • Out of pocket expenses if required
<p>Still interested?</p>	<p>Please contact CFB chair Martin Ward on 07730 348792 or e-mail chair@canterburyfoodbank.org for further details.</p> <p>Closing date for applications: 31st August 2024</p>