Bradford North Foodbank
Together with Trussell

# Trustee Role Description & Person Specification

**Where:** Bradford North Foodbank

**When:** The Trustee Board meets every two months

**Time commitment:** A 2.5-hour meeting every two months, plus 1–2 hours of preparation, and additional time (estimated 1-2 days a month) between meetings to support the food bank in your key responsibilities.

## Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

## Organisational Structure

Bradford North Foodbank is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission in England and Wales on 21/01/2015. Registered Charity Number 1160060. The governing document is a constitution. Our annual accounts and annual trustee reports are up-to-date and are published on the Charity Commission website.

## Main Responsibilities

- To ensure the charity, and its representatives, function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity and its reputation.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

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

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.
- To work alongside 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.
- Ensure your 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 ensure the food bank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the food bank in the community.

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## Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the activities of senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources, acting as a counter-signatory on charity cheques and any applications for funds, if required.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

## Accountable to

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders including service users, volunteers, paid staff, funders, The Trussell Trust and the Charity Commission. Close attention must be given to the governing document (CIO constitution) to ascertain the organisational structure and range of interested parties.

## 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 Bradford North Foodbank.

## Impact of Your Role

By leading on your specialist area, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Bradford North Foodbank.

## Support

A full trustee induction is in place to support the prospective candidate within their role, as well as access to ongoing training if required.

## 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 three-year term of office
- This is a voluntary position, but reasonable out-of-pocket expenses are reimbursed.

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**How to apply**

We welcome applicants who share our values, can think strategically, and are willing to play an active role in helping the food bank continue to grow and thrive. Whatever your background, we want to make sure you are supported, empowered, and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, and with varying experiences, 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 also encourage those with lived experiences of poverty to apply.

## Trustee Person Specification

### Essential

1. Knowledge of and commitment to the work of Bradford North Foodbank.
2. A commitment to the aims and objectives of Bradford North Foodbank and to promoting the interests of people affected by food poverty.
3. A willingness to devote time and effort.
4. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
5. A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
6. Eligibility. Some people are disqualified by law from acting as trustees including: anyone with an unspent conviction involving deception or dishonesty; an undischarged bankrupt; or anyone removed from trusteeship by the Courts or Charity Commission for misconduct or mismanagement.
7. Willing to agree to the responsibilities and requirements stated in the Charity Trustee Declaration.

### Desirable

1. Strategic vision.
2. Good independent judgement.
3. An ability to think creatively.
4. An ability to work effectively as a member of a team while contributing an independent perspective.
5. In addition, the Trustee Board wishes to recruit trustees with one or more of the following specific skills/experience:
    - Governance
    - Legal
    - Organising Fundraising Events / Activities

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## The Seven Principles of Public Life (Nolan Principles)

### Selflessness
Holders of public office should act solely in terms of the public interest.

### Integrity
Holders of public office must avoid obligations that might improperly influence their work and must declare and resolve interests and relationships.

### Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### Accountability
Holders of public office are accountable to the public for their decisions and actions.

### Openness
Holders of public office should act and take decisions in an open and transparent manner.

### Honesty
Holders of public office should be truthful.

### Leadership
Holders of public office should exhibit and promote these principles in their own behaviour.