



TRUSTEE APPLICATION PACK

**Our vision is that no one
in Cardiff goes hungry**

CONTENTS

Page 3	Welcome letter from Co-chairs
Page 4	What we do
Page 5	Trustee role description
Page 7	Our Vision and additional information
Page 8	Application process

Welcome letter from Cardiff Foodbank Co-chairs

Hi, and thank you for requesting our trustee application pack.

We wanted to write and just give you some more information about our trustee board and to say how pleased we are that you have wanted to find out more about our work.

We are both recently retired and living in north Cardiff and being a trustee at Cardiff Foodbank has been our first experience of volunteering as a trustee and being part of a trustee board. We are both coming to the end of our first terms and took on being co-Chairs a year ago.

Being a trustee is important work and at times challenging but we have a great group of trustees to work with and our staff and volunteers at the foodbank are so committed, so passionate and so talented at what they do that we have also experienced a great deal of pride and satisfaction.

We are looking to increase our current number of trustees (6) to 9 in the next few months and we have chosen this number deliberately to make sure that we have the time to support and look after our newer members. This means that even if you haven't been a trustee before, we are sure that we can help you to quickly become an effective, confident member of the board.

We are especially keen to hear from you if you have financial or fundraising skills, are comfortable speaking Welsh and/or are under 50 but the most important thing is that you have an enthusiasm to work to end hunger in our city!

We realise that being a trustee can seem a little daunting so if you would like to talk to one of us about the work before you apply please email trustee@cardiff.foodbank.org.uk or send a text to 07903 842570 and one of us will get back to you.

We look forward to hearing from you,

With best wishes,

Karen and Lou
Co-Chairs Cardiff Foodbank Board of Trustees



Our Values

Kindness

We give a warm welcome, in an inclusive, non-judgemental environment.

Fairness

We believe in equality, social justice and work towards creating a more equal society.

Gratitude

We are grateful for our volunteers, staff, donors and partners. And we say thank you, often.

Respect

We treat everyone with dignity, empathy and understanding.

What we do

Cardiff Foodbank started in 2009 and is an independent charity. It was founded to provide emergency food assistance to people in need within the Cardiff area.

We are part of a nationwide network of foodbanks, **supported by Trussell**, working to combat poverty and hunger across the UK.

Our work focuses on three areas:



Providing emergency food

We provide emergency food parcels containing three days' worth of nutritionally balanced, non-perishable food. By offering food, we provide short-term relief for people's immediate needs.



Giving Practical Support

Emergency food is only one part of the solution for someone in need. Our goal is to ensure that every food bank client receives important guidance, signposting and advice, to help them get out of their place of need.



Campaigning for Change

The system that many of our clients are facing is broken, and to see the need for food banks decrease, something has to change. We will use the data we gather to address the drivers of poverty, build community development partnerships and campaign for change in our city.



Our stats in 2024-25

Financial year

20,158

food parcels



12,498

adults



7,660

children



Stock movement

181.2 tonnes
stock in

206.7 tonnes
stock out

Trustee Role Description

Our trustees play a vital role in making sure that Cardiff Foodbank achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Cardiff Foodbank has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Cardiff Foodbank to grow and thrive, and through this, work to ensure that no one in Cardiff goes hungry.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Cardiff Foodbank's purpose, vision, goals and activities.
 - Approve operational strategies and policies, and monitor and evaluate their implementation.
 - Oversee Cardiff Foodbank's financial plans and budgets and monitor and evaluate progress.
 - Ensure the effective and efficient administration of the organisation.
 - Ensure that key risks are being identified, monitored and controlled effectively.
 - Review and approve Cardiff Foodbank's financial statements.
 - Provide support and challenge to Cardiff Foodbank's CEO in the exercise of their delegated authority and affairs.
 - Keep abreast of changes in Cardiff Foodbank's operating environment.
- expertise, knowledge and contacts.

- Contribute to regular reviews of Cardiff Foodbank's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Cardiff Foodbank's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Cardiff Foodbank's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.

- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Attending training to a maximum of 2 days per year. (8 hours per year)
- It is common for us also to spend some time supporting the senior staff and each other on specific issues. This might number perhaps 1hr per month. (12 hours)
- Reading and information gathering. Prior to meetings and events, trustees are likely to spend between 1 and 3 hours going over the papers and documents (calculated at 2hrs on average = total 20hrs annually)

Terms of appointment

Terms of office

- Trustees are appointed for a 3 year term of office, renewal for one further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time Commitment (Estimated at 5hrs per month)

- Attending 4 Board meetings annually. Currently meetings are held in person at Cardiff Foodbank's warehouse and offices (16 hours per year)
- In addition to the Board meetings, you may want to join one of our smaller groups that oversee specific aspects of the charity's work. Currently we have three groups – Finance and Income, Impact and Monitoring and People. These groups meet on average about 6 times per year for around an hour. These meetings are held via Zoom or Teams. (6 hours per year)

Our vision

This image reflects our priorities which were developed in consultation with staff and volunteers (which includes trustees). It shows you some of the planning and activities that go into delivering our vision that **'No one in Cardiff goes hungry'**.



Links to additional information

Volunteer

<https://cardiff.foodbank.org.uk/support-us/volunteer>

Why become a trustee

<https://cardiff.foodbank.org.uk/support-us/volunteer>

Chat to us

<https://cardiff.foodbank.org.uk/support-us/volunteer>

CARDIFF FOODBANK: NEW TRUSTEE RECRUITMENT - APPLICATION

1. PROCESS

Please answer the four questions below.

We would also like you to include a cv, but we will choose people to interview primarily based on your answers to these questions.

Using these questions will make it easier for you to focus on the key qualities that you need to have to be a great trustee. It also makes it easier for us to see whether your experience and attributes make you a good fit for us.

Please put your answers on a new document.

2. THE QUESTIONS

Q1 Why are you interested in becoming a trustee with Cardiff Foodbank?

Q2 Why do you think you are a good fit for this role?

Q3 Please describe an achievement that you are particularly proud of. It can be an experience from your work, education, volunteering or just your personal life.

Q4 What do you think you will enjoy most about being a trustee? What do you think might be difficult?

3. CLOSING DATE

Your answers to you questions, and cv must be received by midnight on FRIDAY 22 AUGUST 2025.

4. WHAT HAPPENS NEXT?

Send your answers and CV to trustee@cardiff.foodbank.org.uk or by post to The Trustees, Cardiff Foodbank, Unit G, Cardiff Bay Business Centre, Titan Road, Cardiff, CF24 5BS

We will be in touch after Friday 22 August 2025 to let you know whether we would like you to come to an interview.

Thank you for your interest in working with us .