

# Trustee Vacancy

## Introduction

As North Norfolk Foodbank continues its work to support those facing food poverty, we are seeking dedicated and passionate individuals to join our board of Trustees.

As a Trustee, you will play a crucial role in guiding our organisation towards fulfilling its mission, ensuring effective governance, and making a positive impact in the community. We are looking for candidates who bring diverse skills, experiences, and perspectives, and who are committed to supporting our vision of alleviating food poverty and promoting social justice.

### **Key Responsibilities:**

- Provide strategic direction and oversight for the organisation
- Ensure compliance with legal and regulatory requirements
- Support fundraising efforts and community engagement initiatives
- Collaborate with fellow trustees and staff to achieve organisational goals

### **Expectations:**

- Experience in governance, finance, fundraising, or community engagement is preferred
- Strong communication and interpersonal skills
- A commitment to the values and mission of North Norfolk Foodbank

If you are interested in making a difference, we would love to hear from you.

## Trustee person specification

We are a small but committed and dedicated team of Trustees. Having a passion for the work of the foodbank and tackling social injustice is a must. However, there are some basic requirements that underpin being a Trustee:

- Along with Trussel, our umbrella charity, North Norfolk Foodbank is a faith-based organisation, and Trustees are asked to respect the Christian principles and values that guide the work we do
- Be committed to the foodbank project and have sufficient time and willingness to contribute to board meetings and follow up actions
- Understand legal, financial, audit and other regulatory requirements of a charity
- Can demonstrate financial stewardship
- Can assess and manage risks with a balanced and informed approach
- Can remain independent of any influence from another organisation or individual
- Can work as a member of a team to shape, drive and monitor the Foodbank strategy

- Use skills or experience to help lead discussions, focusing on key issues, providing advice and guidance where necessary
- Has a passion for the social sector and social change
- Subscribes to the ethos, vision and mission of North Norfolk Foodbank

### **Specific Treasurer person specification**

One of the vacancies required is for a Treasurer role, therefore in addition to the main specification above, the following competencies are required:

- Review financial records prepared by a bookkeeper
- Work with operational teams to prepare and present an annual budget
- Liaise with auditors and review financial statements and annual accounts
- Communicate financial information to those who may have little or no financial background

### **Specific Data Protection Lead person specification**

One of the vacancies required is for a Data Protection Lead role, therefore in addition to the main specification above, the following is desired:

- Understanding of data protection laws and regulations
- Knowledge of IT security, data processing operations, and how to conduct data risk assessments
- Ability to liaise with staff to ensure the fulfilment of our data protection responsibilities as a charity

## **The statutory duties of a Trustee**

Trustees have legal responsibility for a charity's management and administration. Ensuring these responsibilities are upheld involves managing and delivering the following duties:

- Ensuring that the organisation complies with charity law, company law, and any other relevant legislation or regulations
- Ensuring that the organisation pursues its objectives as defined in its governing document
- Ensuring the organisation uses its resources exclusively in pursuance of its objectives for the benefit of the public
- To set strategic direction, policy, and targets to evaluate performance and compliance
- Ensuring the appropriate administration of the organisation, including having the right policies and procedures in place
- Ensuring the financial stability of the organisation

## Why become a Trustee?

We become Trustees because we have a passion for serving our community and making a difference, but it can also be a fulfilling experience for many other reasons.

It allows many of us to do the following:

- Use existing skills and experience to make a difference for those facing food poverty
- Meet new people with a shared passion to tackle poverty and social injustice across North Norfolk
- Support and improve the running of the foodbank and become part of the Trussell network

### **Commitment**

- Board meetings are usually held every 4-6 weeks, on weekday afternoons
- Outside of board meetings, Trustees may need to work with staff and volunteers on specific projects or to implement actions
- Participation in training, such as safeguarding, may be required
- New Trustees will be appointed for a three-year term and can serve two terms (up to six years)

The role of Trustee is unpaid but some out of pocket expenses such as travel can be covered.

An Enhanced DBS check will be required for all potential Trustees, along with two references and checks for insolvency, company director disqualification, and the register of removed Trustees.

## How to express your interest

Please send a CV and covering letter to the email below, outlining how you meet the person specifications, any existing connections to North Norfolk Foodbank or the local community you may have, and why you want to become a Trustee.

Please state if you are wanting to apply for the role of Treasurer or Data Protection Lead, otherwise please indicate if you are interested in being considered for another Trustee role or area of expertise.

We are an open and inclusive organisation and welcome applications from people of all backgrounds.

Email: Peter Wenham, [chair@northnorfolk.foodbank.org.uk](mailto:chair@northnorfolk.foodbank.org.uk)