



Salford Foodbank Trustee Role Descriptions

Salford Foodbank provides emergency food parcels to local people who are referred to us in crisis. Food is donated, sorted and packed at our warehouse, then delivered to our 7 centres across Salford, where teams of our volunteers greet people as they pick up their food parcels. People can also access support and advice at our centres to help them maximise their income and ensure they are less likely to need to use the foodbank again.

Salford Foodbank is led by a friendly team of 6 part-time staff supported by approx. 70 volunteers, all dedicated to helping people who are facing hardship. We are part of Trussell, a nationwide network of foodbanks.

Salford Foodbank is governed by our board of trustees. We are looking to expand the board with recruitment of new members. We're looking for local Salfordians who have a passion for tackling poverty and supporting their local community, who can bring their skills to support the staff team and their time to commit to helping shape the future of our services.

Anyone is welcome to apply, but we are ideally seeking people with a background in one or more of the following skills/experience;

- Knowledge or experience of local social services/NHS/care services (to give a better understanding of the needs and poverty faced by our clients)
- Charity governance including policies and procedures
- Company Secretary
- Experience or links with Salford City Council
- Health and Safety/Insurance (to lead on risk assessments of all areas of Foodbank)
- Lived experience of using a foodbank

Trustees have collective responsibility for the governance of Salford Foodbank. They set the strategic direction for the organisation, ensuring alignment to our values, and are responsible for setting organisational policy and procedures, defining goals, agreeing the financial plan and evaluating performance. It is also an essential part of the role to work with the Foodbank Manager to support them to achieve the vision and objects of Salford Foodbank, and to ensure there is a positive relationship between the trustee board, staff, volunteers and key stakeholders.

Role: Trustee

Where: Salford Foodbank, 4 Kansas Avenue, Media City, Salford, M50 2GL

Salary: Trustees are a voluntary unpaid role, expenses are available

Time commitment: Board meetings are held quarterly on a weekday evening with occasional ad-hoc additional meetings. The trustee team communicate via email and what's app. We expect a commitment of at least 4 hours each month to support the foodbank and fulfil your role – some hours within daytime on weekdays to be able to engage with staff, volunteers and clients at our foodbank centres, warehouse and office.

Key responsibilities, along with other trustees:

- To develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.
- Ensure the charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- To support the Treasurer to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined and made publicly available when necessary.
- To ensure appropriate financial plans are in place for future budget allocations.
- 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 and GDPR compliance/data protection etc.
- To manage the charity's resources responsibly, including ensure the charity's assets are used only to carry out its purpose, avoid undue risk and not over-commit the charity.
- Regularly reviews the charity's structures, roles and relationship to staff; and implement changes if and when necessary.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the work of Salford Foodbank in the local community.

About you

- A knowledge of, or commitment to learn more about the work of Salford Foodbank.
- Knowledge or experience of working or volunteering within the charity sector.
- Ability to volunteer your time in a supportive and confident manner.

- Willingness to actively participate in discussions concerning the needs of Salford Foodbank.
- Become an advocate for our work within the local Salford community.

Impact of your role

By being a member of the trustee board, 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 Salford Foodbank. Sharing your fellow board members passion working towards a world without the need for food banks.

Support

A full trustee induction will take place including visits to our Foodbank centres, plus ongoing trustee training available.

How to apply

Please send a copy of your CV along with a covering note telling us about yourself, your experience and why you would like to join our trustee board.

Please send to recruitment@salford.foodbank.org.uk

Please call 0161 637 2120 if you'd like to discuss the trustee roles in more detail with our Foodbank Manager Emma.

The application deadline is Friday 14th March.

We plan to invite for informal interviews towards the end of March.