

TRUSTEE RECRUITMENT PACK

Hounslow Community FoodBox



Letter from the Chair

Thank you for taking the time to consider what is an important leadership role for Hounslow Community FoodBox. The information you are about to read has been prepared to provide further information about us, the role of Trustee and guide you through the selection process.

Here at FoodBox we pride ourselves on being inclusive and community led. Our doors are open to everyone who shares our core value of making a positive impact on our community. While emergency food can't solve poverty, it can provide a lifeline while other issues in people's lives are being addressed.

FoodBox has evolved into an important and vital part of the community. Our service has been flexible and agile, reflecting the feedback and changing needs of both the clients we support and our referral partners. Working with key partners ensures that we can provide emergency food, and signpost those seeking support and advice to additional services in the borough.

We are looking for Trustees to join and strengthen our existing Board. They will be individuals who are committed to improving the life chances of those less fortunate, can think strategically and offer skills in areas such as: finance, legal and governance, marketing and communications, technology, health, wellbeing and nutrition and human resources particularly working with volunteers.



In this recruitment round, we are looking to increase the diversity of our Board and representation from the communities we serve. We particularly welcome applications from people from ethnically and culturally diverse communities, as well as people with disabilities and other groups with protected characteristics.

This is an exciting time to join the Hounslow Community FoodBox, and having read this information pack, I hope that you are encouraged to apply for the role of Trustee.

Corrina Smart

Chair, Hounslow Community FoodBox

August 2023

What we do

Hounslow Community FoodBox has grown since its inception in 2012 providing emergency food to people facing poverty in the London Borough of Hounslow.

To date FoodBox has been a volunteer run charity that is 100% reliant on its volunteers with direction from the Board of Trustees. However, we are currently recruiting a Operations Manager to oversee day-to-day operations which will be paid role.

The service was set up in response to the rising number of people facing poverty in the London Borough of Hounslow. The reasons for poverty are varied and often are a result of ill health, unemployment, family breakdown, zero-based working hours, or simply when something goes wrong in a person's life, and it takes time to find a solution.

The inspiration for developing a service to provide food, support, advice, and

volunteering opportunities enabling people to get back into work, was the vision of Cllr. Steve Curran and Cllr. Ruth Cadbury now Brentford & Isleworth MP. A start up grant and premises was provided by the London Borough of Hounslow, and their continued support and guidance is highly valued by the charity.

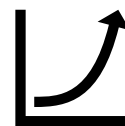
A key objective of FoodBox is to ensure we reach and support those who are concerned about putting food on the table and offer advice and support in confidential and understanding ways. We work closely with the Council's [Community Solutions team](#) which offers a central triage service for those in need of support. It ensures people are directed to and receive the right professional advice and support, including referral to FoodBox. Our core value is to make a positive impact on our community.



Delivered
1,700 food parcels
In 2023 up to 31 July



Supported
5,500 adults
and children
in 2023 up to 31 July



Increased uptake of
nearly 400% in
services since 2019

Board Members

Corinna Smart (Chair)

Corinna's is a retired teacher and youth worker and formerly a local councillor for Brentford, in 2014-15 she had the honour to be Mayor of Hounslow. FoodBox was one of her Mayoral charities.



CLr Guy Lambert (Vice Chair)

Guy is a cabinet member at Hounslow Council. His career has been largely in the IT industry, initially as an accountant and latterly as a business director and CEO.



Philip Jones (Treasurer & Secretary)

Philip is a chartered accountant who will be stepping down from his role as Treasurer and Secretary at the beginning of September 2023.



Sarah Gardner BEM

Sarah is a Chartered Manager and specialises in project and change management. She likes and feels rewarded by helping to improve things, be it in a work situation, a project or in people's lives.



Howard Dawson

As a Housing Association Executive Director, Howard has strategic oversight for developing and driving improvements in service with specific focus on customer, regulatory compliance and delivery.

Oonah Lacey (Independent Advisor) Oonah is an experienced social housing professional committed to helping those in need

How to apply

Before applying you may want to consider the commitment required:

Location

Board meetings will either be held at our Community Centre in Brentford or virtually.

Time Commitment

Approximately 1.5 days per month which includes monthly Board meetings (in the evenings and one full day as part of an annual away day), quarterly attendance at a committee or working group, attendance at fundraising events.

For an informal discussion about the role and the organisation, or if you have any questions to help you decide whether to apply, please contact Corinna Smart at corinna.smart@sky.com or 07555 101524.

Please submit the following to corinna.smart@sky.com

- An up-to-date CV which shows your full career history
- A completed application form explaining why you are interested in the role, detailing your experience and skill set and how you will add value
- Skill sets we are looking for:
 - Finance
 - Legal and Governance
 - Marketing & Communications
 - Technology
 - Health, wellbeing, and nutrition
 - Human resources
 - Operations
- A declaration form (see attached)

Please note that applications can only be considered if all the documentation is complete. Completion of the declaration form indicates your acceptance to consent under the general data protection regulations.

Please can you inform us of any reasonable adjustments you require to assist you throughout the application and interview process.

Role Profile

Reports to: The Chair of the Board of Trustees

The appointed Trustee will:

- Automatically be a member of the Board
- Have full voting powers
- Hold office for a maximum term of three years. At the end of that term, they may be reappointed for a further term of three years. A Trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

Overall purpose:

A Trustee has a statutory duty for controlling the administration and management of FoodBox and ensuring compliance with the Constitution and the Charities Act 2011.

Responsibilities and accountabilities:

To work with other Trustees and volunteers to:

- Promote the vision, values and development of FoodBox's aims and objectives in strict accordance with the Constitution, legal and regulatory guidelines through management control, accountability, and good conduct
- Make sure FoodBox is governed economically, efficiently, effectively complying with legislation, Charity Commission regulations and guidance and best practice

- Ensure that there is an effective corporate strategy together with robust performance metrics to assure delivery and evaluating against agreed targets
- Ensure FoodBox is compliant with the Charity Governance Code
- Ensure financially viable and key risks are fully identified and mitigated
- Contribute to the achievement of the Board's objectives and sharing responsibility for Board decisions
- Safeguard the good name and values of FoodBox
- Liaising with and supporting volunteers
- Undertake fiduciary duties and responsibilities as a Trustee
- Promote and uphold the highest standards of integrity and probity
- Promote effective relationships and open communication between Trustees, volunteers, and stakeholders
- Promote the legitimate interests of FoodBox at stakeholder events

Limitations on authority:

- As set out in the FoodBox Schedule of Financial & Non-Financial Authorities

Skills, knowledge and experience:

- Demonstrated success as a non-profit Board member or Trustee
- Several years of senior management in the commercial or third sectors
- Have an understanding of the voluntary and community sector
- Have knowledge of the organisation's key networks

- Plan for skills development of themselves and the Board of Trustees
- Experience in social policy especially in relation to food poverty issues

Capabilities:

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they must 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 expertise.

Each trustee must have:

- Commitment to FoodBox and its mission
- Ability to meet the minimum time requirement
- Good, independent judgement: impartial and fair
- Willingness to speak openly
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills
- Openness to new ideas
- Strategic vision
- Ability to think creatively

- Overview of regulatory compliance, financial management and sourcing funding.
- A good empathetic team player with respect for other points of view
- Ability to see the big picture and think strategically
- Excellent communication and interpersonal skills
- Preparedness to take part of fundraising activities on behalf of FoodBox
- Commitment to equalities, diversity, and inclusion
- Commitment to the FoodBox Code of Conduct

The Board of Trustees collectively need the following skills and experience:

- Business and strategic planning
- Commercial business/enterprise experience
- Risk management
- Social enterprise and community development
- Media, public relations, and marketing
- Information technology
- Volunteering
- Legal
- Equality & diversity
- Internal/external audit
- Finance
- Human resources

Trustees are expected to attend induction sessions, appraisal meetings and attend at least 80% of all Board meetings.