

## **NCFB Fundraising Lead Trustee**

### **Where:**

North Cotswold Foodbank

### **When:**

We hold full quarterly Trustee Meetings face to face and shorter monthly Zoom meetings to resolve any urgent issues and review the progress of our strategic plan.

### **Time commitment:**

10 - 12 hours per month, with additional preparation required for our quarterly trustee meetings.

### **Overview of the role:**

North Cotswold Foodbank are seeking someone with fundraising and grant applications experience to join our board, ensuring that the Board of Trustees are aware of and kept up to date with any fundraising or grant developments and build a sound fundraising strategy as we move forward. This role involves leading on fundraising affairs for the food bank and ensuring that they are conducted within good practice frameworks.

It is important that you live locally to the area that the NCFB covers, to enable you to clearly understand the geography, and demographic of the NCFB. We would suggest within a 30 miles radius from our warehouse in Guiting Power GL54 5TZ.

### **What you will be doing:**

#### **Responsibilities (specific to your role):**

- **Setting Fundraising Strategy:** Help develop and approve the charity's fundraising strategy, ensuring it aligns with the charity's overall goals and values.
- **Ensuring Compliance:** Take responsibility for ensuring the charity's fundraising activities comply with all relevant laws and regulations, including those set by the [Fundraising Regulator](#) and the Charity Commission.
- **Risk Management:** Manage any risks associated with fundraising activities, including conflicts of interest, and ensuring the charity's reputation is protected.
- **Financial Accountability:** Trustees have a responsibility to scrutinize the fundraising budget and ensure that fundraising activities are properly funded and monitored.
- **Ethical Fundraising:** They play a key role in ensuring the charity's fundraising activities are conducted ethically and in accordance with the Fundraising Code.
- **Representing the Charity:** Trustees may be involved in representing the charity at fundraising events or speaking to donors and the public.

**Responsibilities (common to all trustees):**

- To collaborate with the Treasurer and the trustee board to ensure that North Cotswold Foodbank'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 North Cotswold Foodbank to a wider audience of potential funders, partner organisations, service users, and other bodies.
- To ensure that North Cotswold Foodbank 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.
- Give good counsel and measured advice on any matter that requires it, acting in a collaborative, positive, and constructive way.
- To serve as an additional promoter of North Cotswold Foodbank within the community.

**What we are looking for:**

- a knowledge, ability and passion for fundraising and grant application writing
- an ability to lead on any fundraising and grants matters in a supportive and confident manner
- A knowledge and passion for your local community
- Excellent communication and collaboration skills
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board
- Willingness to act in the best interest of the charity
- Sound, independent judgement and ability to think creatively
- Working effectively as a team member and demonstrating a willingness to learn and develop

**What's in it for you?**

- Be part of a forward-thinking team
- Using your existing skills to enhance our board.
- Meet new people who share your passion to eradicate food poverty in the local community.
- Make a real difference to the running of the food bank.

**Support on appointment.**

- You will be 'buddied with one of our Trustees to support you through the first 3 months, ensuring that you are comfortable with your knowledge of both our organization and Governance law that guides our work.
- As a new Trustee you will be encouraged to visit all our outlets, the warehouse and schedule time with the Operations Manager to fully understand the operation of the organization.

**Additional information**

Whatever your background, we want to make sure you are supported and empowered and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, with varying experiences, can help to make what we do as effective as possible. As such, we welcome all applicants, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation. We also encourage those with lived experience of poverty to apply.

If you wish to apply for this key role, we would be delighted to hear from you.

In the first instance please submit your completed [Application Form](#) (please download a copy to fill in on your computer) and CV by email to

Lucye Deacon. Trustee.

[lucye@northcotswold.foodbank.org.uk](mailto:lucye@northcotswold.foodbank.org.uk)

**Please note:**

- You must be 18 or over, must not be disqualified from acting as a trustee, and must declare any conflict of interest both prior to and whilst carrying out the duties of a trustee.
- North Cotswold Foodbank's Volunteer Policy will be shared with you, and all applicants will be expected to confirm that they would adhere to it.