



TRUSTEE RECRUITMENT



CANDIDATE PACK

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CAMBRIDGE CITY FOODBANK

**HELPING LOCAL
PEOPLE IN CRISIS**

LETTER FROM THE CHAIR

There is no better time to join us as a Cambridge City Foodbank trustee. Fortunate to have built up substantial financial reserves as a result of local peoples' generosity during the covid years, we have recently embarked on a major expansion of our offering. The trustees, together with our recently appointed CEO, Steve Clay, and supported by a growing team of paid staff plus our remarkably loyal volunteers, are transforming the way our foodbank operates.

We share the vision of our partner charity, The Trussell Trust, in wanting to ensure that in future, there should be no need for foodbanks to exist in our community. This requires us to do more than simply offer people in need food to put on their tables. Of course, this will always remain a core part of what we do, but in addition we will be offering wrap-around services to help individuals and families to not need to come to us in the first place. Our plans include a substantial expansion of our 'Fairbite' social supermarkets, providing users with the dignity of being able to choose what food they can have and giving us the chance to build relationships with them; a partnership with Citizens Advice offering people practical advice on how to access the resources and information they need to lift themselves out of poverty; and a series of local and national partnerships so that our combined voice can be heard when making the case to government for changes to the benefit system and other public services.

This is a big vision and realising it will not be easy. One way to increase our chances is to build a strong, committed and passionate team of trustees to support Steve and his team. Largely because we are all motivated by a desire to help people in need to realise their full potential, yet so often find themselves unable to do so as a result of the inherent unfairness and unequal distribution of resource in this country, we work very collaboratively together. I for one really enjoy the sense of common purpose we have created and I feel sure you would feel the same if you were to join us. If you feel this is a challenge you would like to be a part of, then please make your application.

Best wishes,

Stephen Thornton
Chair of Trustees



ABOUT US

“The foodbank was there when we really needed it, it was an absolute lifeline.”

The main purpose of Cambridge City Foodbank is the relief of poverty within a 25-mile radius of Cambridge. It is run as an incorporated registered charity with, currently, six trustees. CCFb is founded on and shaped by Christian principles. We welcome, serve and work alongside people of all faiths and none.

We don't think anyone in our community should have to face going hungry. That's why we provide three days' nutritionally balanced emergency food and support to local people who are referred to us in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

Our Vision:

Our vision is for a UK without the need for food banks.

Our Values:

Compassion: We stand in solidarity with people in need and are motivated to work together to end poverty.

Dignity: We uphold the right of every person to be valued and respected for their own sake.

Justice: We are motivated by our desire for a more just society. It is not right that anyone should face poverty and hunger.

Community: We believe we have a responsibility to support one another in our community. To create change we believe we must work together for a fairer society.

Effectiveness: We believe our work must be informed by evidence of what works and that we should use the resources we have been given wisely and thoughtfully.



2010

the year that our foodbank opened

The Cambridge City Foodbank (CCFb) was established in 2010 to provide three days' worth of food, packed according to family unit size, to people who found themselves in crisis need and unable to buy food. In 2022/23 it provided 14,500 parcels of 3-day emergency food to people in Cambridge and surrounding areas. In the past year 150,000 kilos of non-perishable food was collected from supermarkets, churches, schools /colleges, local businesses and community groups. This food was donated to those referred to CCFb by one of over 60 active voucher distributing agencies.

In addition, those in fuel poverty are supported with top-up payments on their pre-payment meters - totalling over £100,000 of support in 2022/23. CCFb's Fairbite Clubs, 'social supermarkets' run from two locations in the north of the city, has 150 members who are able to shop weekly to obtain a selection of non-perishable and fresh food.

RECRUITMENT OF TRUSTEES

To meet the strategic challenges driven by the increase in demand for the foodbank's services, the trustees are looking for up to three individuals with the skills, vision, values and commitment to join its established and active Board.

With a full-time, paid chief executive, Steve Clay, having recently joined the organisation and with plans to spend our accumulated financial surplus on significant expansion, this is an exciting opportunity to contribute towards the work of the foodbank in Cambridge and to utilise your skills and experience in a challenging yet worthwhile environment.

What do trustees do?

Trustees ensure their charity has a clear strategy and that all decisions put the needs of the service users first. They safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably. They hold the CEO to account and provide support and encouragement to them and the team. Trustees are jointly responsible for all their decisions and work together to ensure the charity delivers its aims.

“Being a trustee of Cambridge City Foodbank is an extremely satisfying experience. This is because the meetings are expertly chaired; the board understands its role with a balance of good governance and policy development and good systems for all the key areas like health and safety, risk management and finance.”

Role description:

Through regularly preparing for, attending, and playing a full part in board meetings, and supporting the foodbank through participation in agreed projects, trustees will be responsible for:

- Developing CCfb's vision and strategic direction. Identifying key issues and opportunities, and actively contributing to setting policy and objectives.
- Maintaining an awareness of CCFb's business, setting targets, and evaluating performance to ensure that the needs of the local community are being met.
- Holding the CEO and their team to account for the delivery of annual business plans and for effectively managing and supporting both paid staff and volunteers.
- Ensuring that CCFb's governance arrangements are fit for purpose and the Charity Commission and Trussell Trust requirements are complied with.
- Monitoring the financial position of the organisation, ensuring it operates within its means and that resource allocation is in line with our objectives.
- Proactively seeking to further the strategic objectives of the foodbank and acting in its best interests at all times. In particular, representing the foodbank externally to a variety of audiences.
- Proactively seeking to further the strategic objectives of the foodbank, to pray for and to act in its best interests at all times.

“As a trustee, I feel I have joined a highly-motivated, highly-skilled team, who individually and collectively strive to support those in need in our community. I particularly enjoy the appetite for innovation, and the desire to move at pace, in order to meet the growing needs of our community in this space.”

What are we looking for?

The trustees now wish to take active steps to improve the diversity of the Board in order to better represent the demographics of our service users and to strengthen our governance. We welcome candidates of all backgrounds, identities and experiences and we would particularly welcome applications from candidates who are disabled, are from a minority ethnic community or identify as being from a lower or disadvantaged socio-economic background, as these groups are under-represented on our Board. We are also keen to consider applications from younger people and as three of the trustees leaving the Board are women would particularly encourage applications from women so we can regain our gender balance.

- A practising Christian.
- Commitment to the aims, principles and policies of the foodbank.
- Ability to understand and accept their responsibilities and liabilities as trustees.
- Ability to think creatively and strategically, and exercise good, independent judgement.
- Effective communication skills and ability to work effectively as a member of a team.
- Ability to act as an active and credible ambassador for the foodbank with external audiences.
- Numeracy to the extent required to understand CCfb accounts and to take part in decision-making on matters that have financial implications.

We have also identified the following skills as being potentially useful - **HR; logistics; health & safety; community activism** - but equally welcome applications from candidates with other backgrounds / skillsets who are passionate about our work.

Support as a new trustee

You don't need to have been a trustee or to have sat on a Board before. We will offer a full induction and ongoing training and support to all new trustees. We are also lucky to be able to offer excellent online trustee training provided by the Trussel Trust.

Time commitment:

We have four meetings a year, in the evenings, for two hours. We have an annual 'away day' on Saturdays, all day. This is always in person.

It is expected that trustees will be able to devote about a day a month to the role, including preparation time and attendance at board and committee meetings, one-off meetings to discuss particular projects and visiting and encouraging paid staff and volunteers.

This is a voluntary role but reasonable travel expenses will be paid.



HOW TO APPLY

Reach Volunteering is supporting Cambridge City Foodbank with their trustee recruitment.

Applicants should supply a CV together with a letter providing evidence of how they meet the person specifications and why they are interested in joining the Board.

The TrusteeWorks team are happy to discuss the role or answer any questions about trusteeship, please just get in touch.

Applications and queries to
trusteeworks@reachvolunteering.org.uk

