

## Trustee Role Description

### About Us

We are a Charitable Incorporated Organisation, looking for new Trustees to join our growing board.

We have a clear mission:

**The prevention or relief of poverty in Letchworth, Hitchin and Baldock in particular, but not exclusively, by providing emergency food supplies and financial support to individuals in need and/or charities or other organisations working to relieve poverty.**

Receiving donations and grants of over £200,000 per annum, the Foodbank distributes over 40 tonnes of food and £50,000 of food vouchers every year to those that need it most.

We are a volunteer-based organisation with over 70 active volunteers supporting the breadth of operations from warehousing to client facing Welcome Centres. We have one salaried employee who as our director manages the Foodbank on a day-to-day basis.

We work closely with local social care institutions and authorities on both funding for the Foodbank and ensuring our support for the needy helps them get back on their feet on a sustainable basis.

As an organisation relying entirely on grants and donations, we face challenging hurdles to maintain and grow our income base in order to meet the increasingly complex needs of our clients.

**Our strategy is not to stand still but to increase our reach and impact and we require Trustees that share our ambitions and can help us to drive our strategy forwards.**

We are currently developing our next three-year strategy and would and are keen to have new trustees involved in its creation.

### About the role

The Letchworth Foodbank is seeking at least 2 passionate and committed individuals to join our Board of Trustees. As a Trustee, you will play a vital role in shaping the strategic direction of our organisation, ensuring effective governance, and making a meaningful impact in our community.

## Who We're Looking For

We are seeking to recruit additional Trustees, and we are particularly interested in those who have the following skill sets:

- A Trustee who has fundraising experience, with understanding of the grant application process and/or raising donations from individuals and organisations.
- A Trustee who has been a beneficiary of our type of organisation and can advocate for our clients and community.

We would also welcome any applications from those with relevant or relatable skills.

## Role & Responsibilities

- Provide strategic guidance and oversight.
- Ensure financial sustainability and compliance.
- Support the leadership team in achieving the organisation's goals.
- Advocate for the organisation and its mission.

At the Letchworth Foodbank, we champion diversity. We welcome applicants from all walks of life, valuing diverse perspectives that enrich our work. Please don't let a checklist of qualifications hold you back – if you're passionate about the role, we want to hear from you. Your unique experiences and backgrounds contribute to the richness of our team. We are committed to being an equal opportunity for all, regardless of ethnicity, gender, age, sexual orientation, disability, or any other dimension of diversity. Join us in creating an inclusive environment where everyone's voice is heard and valued.

**Time Commitment:** The Board of Trustees meets in person every other month (six times a year). In addition, there are occasional online Board Briefings. Trustees are also encouraged if available to attend some events, such as meeting our volunteers and fundraising. In addition, we expect our Trustees (where available) to serve on one of our Board sub-committees. The term for Trustees is an initial three years.

**Location:** Meetings are held in person in the Letchworth/Hitchin Areas. Additional virtual meetings are held as needed.

**Salary:** This is an unsalaried post.

## Note

Before applying, please do check the Charities Commission web site for the requirements of becoming a charity trustee.

<https://www.gov.uk/become-charity-trustee>

## How to apply

Please provide a letter of application (no more than a page), stating why you would like to join the board and what you believe you can bring to support the clients and volunteers of Letchworth Foodbank.

Please provide a copy of your CV (and your LinkedIn Profile if you have one).

Please email your letter of application and CV to:

[chair@letchworth.foodbank.org.uk](mailto:chair@letchworth.foodbank.org.uk)

We will review your letter of application, contact you to clarify anything and if suitable arrange an interview with our board. Ahead of any interview we will request:

- You complete a short application form
- You complete a skills experience form
- We will request the names of two people who will be willing to provide a reference.  
References will only be taken up should you be successful at interview.

Thank you for your interest and we look forward to hearing from you.

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