



www.sufra-nwlondon.org.uk

Registered Charity No. 1151911

Board of Trustees: Trustee (General)

Salary: Voluntary
Hours: 8 hours/month
Responsible to: Chair of Board of Trustees

About Sufra NW London

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty and people who are vulnerable, homeless or socially isolated. We provide them with the food and support they need to survive, empower them to learn new skills and improve their wellbeing, and help them to find work and become financially stable.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of services and activities designed to address the root causes of poverty and homelessness. Our services include:

- **Food Bank:** Last year, we provided emergency food aid to around 5,000 people who cannot afford the basic cost of living. Access is by referral from one of our 90 registered referral agencies.
- **Community Kitchen:** We serve a freshly cooked three-course vegetarian meal every Friday evening (pre-covid), mainly to people who are homeless, socially isolated, food bank users or those in debt or claiming benefits. Referrals are not required; the service is open to the community.
- **Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes.
- **Food Academy:** This is an AQA accredited 6-week cookery course that teaches young people about nutrition and healthy eating as well as food preparation and kitchen skills. The course is

designed to increase community cohesion, reduce social isolation and improve the health and wellbeing of the families we support.

- **Refugee Support:** Our Refugee Resettlement Programme helps newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.
- **Employment Training:** We often run programmes designed to empower the long-term unemployed to find work by gaining professional skills and experience. Our accredited courses also help with CV writing, work experience and finding work.
- **St. Raphael's Edible Garden:** We've worked with local residents to turn an abandoned space on the estate into a Community Garden, where we offer horticulture courses and volunteering opportunities for local residents and people with additional mental/physical health needs. The space includes a teaching tipi, a wildlife pond, a chicken coop (with 20 egg-laying hens), an orchard and an abundance of raised beds for growing vegetables and fruit.

Each of these services is designed to lead vulnerable people on a personal journey from crisis to economic stability, social inclusion and active participation in the community. We rely heavily on our dedicated volunteers to ensure that we can deliver our services, and we work closely with faith groups, schools and voluntary sector organisations who provide a wide range of additional support.

Role Description

We are recruiting one or two new Trustees that will work closely with the Chair, other Board members and staff to help the charity meet its vision and strategic objectives. This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality, and inclusivity. Through your involvement, you will be able to convey the charity's passion and commitment to supporting vulnerable people and demonstrate the impact of our interventions in transforming the lives of beneficiaries.

Candidates should have a clear understanding of the legal duties of Trusteeship and some experience working at a strategic governance level. Previous Board experience is not mandatory but would be an advantage. The Board maintains a membership with a wide-ranging level of experience. We're open to applications from anyone with relevant senior level experience, but we are particularly interested in hearing from those with the following experience:

- Legal expertise
- Experience working in the UK charity / voluntary sector
- Public sector experience, especially in Brent or Northwest London
- UK Advocacy and Campaigning experience

The deadline for applications is 29th of October 2021.

Key Responsibilities:

Working collaboratively alongside fellow Board Members, you will:

- Ensure that the charity adheres to all legal and regulatory requirements.
- Ensure the charity's governance is of the highest possible standard and in line with the Charity Commission's guidelines.
- Ensure the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Attend scheduled Quarterly and Interim Board Meetings.
- Act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Be responsible for the performance of the charity and its activities.
- Support staff in areas where the Trustee has specialist knowledge or expertise.
- Participate in Subcommittees as necessary.
- Hold the Director to account for the management and administration of the charity.
- Abide by the charity's Code of Conduct.
- Act as an ambassador for the charity and champion its cause.

Specific Duties:

Work in partnership with other Trustees and senior staff to:

- Agree, approve and periodically review the charity's strategic direction and Business Plans, and ensure they support the charity's vision and mission.
- Monitor, evaluate and review the charity's progress in relation to its strategic objectives and targets, and ensure effective mechanisms are in place to do so.
- Scrutinise and approve the charity's Annual Budget and Audited Accounts.
- Review all Board Papers and performance monitoring updates, including Quarterly Management Accounts, and consider discussion areas and questions raised in advance of Board Meetings.
- Keep abreast of the Charity Commissions guidance on Charity Governance and apply it to the work of the Board of Trustees and the Senior Leadership Team.
- Ensure that the Board of Trustees has the skills required to govern the charity and has access to relevant external professional training, advice and expertise.
- Regularly review and improve the charity's policy framework and quality standards.
- Maintain an updated Risk Register and work with the Senior Leadership Team to mitigate and minimise risk.
- Ensure there are mechanisms for beneficiaries, employees, volunteers and other individuals, groups or organisations to bring to the attention of the Trustees any activity that threatens the probity of the charity.
- Abide by the charity's Code of Conduct and ensure the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.
- Ensure that the Board has effective mechanisms in place to provide constructive feedback on the Director's performance in managing the charity and in meeting his/her annual and longer-term targets and objectives.

- Participate in individual and collective development and training of Trustees and undertake regular Trustee appraisals.
- Ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees and ensure that there are succession plans for the Chair and the Director.
- To ensure that Board related decisions and policies are made by the Trustees acting collectively.
- Attend occasional external events, ceremonies and meetings.

Person Specification

All trustees must have the following:

- Relevant and demonstrable experience in the voluntary sector or transferrable skills from the public or private sector.
- An understanding of charity governance and the legal duties, responsibilities and liabilities of a Trustee.
- A willingness to devote the necessary time and effort to their duties as a Trustee.
- A commitment to the organisation and its values and objectives.
- The ability to work effectively as a member of a team.
- Strategic vision and an ability to think creatively.
- Excellent communication and leadership skills.
- Sound, independent judgment.
- Integrity and pragmatism.
- Competent IT skills.

Board of Trustees: Areas of Expertise

The Board of Trustees aim to ensure that individuals Trustees have experience or expertise in one or more of the following:

- Social welfare, food insecurity and poverty alleviation
- Monitoring and evaluating performance, programmes and other activities
- Recruitment, personnel management and employment legislation
- Public policy, local authorities or central government
- Information technology and data management
- Marketing and communications
- Advocacy and campaigning
- Financial management
- Education and learning
- Public relations
- Fundraising
- Legal expertise