

# Trustee Recruitment Pack



Registered Charity Number 1151911.



# About Us

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Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty, refugees and people who are homeless or socially isolated.

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 holistic services and activities designed to address the root causes of poverty.

## Our services include:

- Food Banks and a Community Shop
- Community Kitchens and cafes
- Welfare Advice Service
- Asylum seeker, refugee and migrant support
- Accredited training
- St. Raphael's Edible Garden



## Our Vision

A community united to address the causes and consequences of poverty.

## Our Mission

Sufra NW London provides food aid, welfare advice and training to people in crisis, whilst working with the wider community to campaign for an end to poverty.





# About the Role

We are recruiting two new Trustees (one to the position of Secretary) 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:

- Governance in a £1m + charity
- Local Authority or Public Sector – particularly in Brent
- Social Welfare / Welfare Advice Services
- Fundraising (Community / High Net Worth Individuals)
- Food / Hospitality / Catering Industry
- Farming / Community Food Growing
- Sustainability / Environmental
- Small Business Development







# What we do



Food Aid



Training and Courses



Community Kitchens



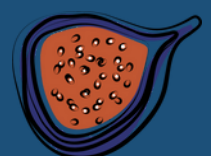
Refugee Support



Advice Services



Food Growing





# Our Impact

<b>Key Impact Statistics 2022-23</b>	
37,645	Unique Food Aid guests (On average, each received food parcels more than 5 times over the year.)
242,825	Total Meals distributed through parcels at the Food Bank
6,129	Community Kitchen Meals served
7	Community Kitchens and Cafes operational
1,406	Number guests provided with school uniforms and winter coats (valued at £28,320)
£66,215	Additional income gained for guests by our Advice Team
198	Number of active volunteers across all services
13,328	Hours volunteered



# Our Strategic Priorities

## **Our strategic Priorities are:**

1. To improve access to affordable healthy food and other essentials
2. To build greater social and financial resilience amongst community members
3. To grow food with the community
4. To enable greater civic engagement
5. To influence the systems and policies that drive poverty.

## **What will our work look like in 2030?**

Sufra will be a larger and better resourced charity. We will work with more partners and we will be recognised for our holistic approach. We will have more influence over policy decisions locally and regionally.

Ensuring people can access nutritious food, often in a social setting, will continue to be at the heart of our work. However, we will not identify as a food bank. Our focus will be on empowering and training residents to better manage their finances and to support others they know; building a sense of community through volunteering, food growing and social programs; and working with stakeholders to campaign to change the policies that cause and perpetuate poverty.

We will be managing several community hubs where these activities take place. Each is likely to offer a community kitchen, café, shop or emergency food aid service. Alongside food services, each hub will offer support and training from our Advice Team, access to volunteering and engagement activities, and opportunities to get involved in advocacy and campaigning initiatives.

We will be working with local residents and partners across multiple sites to grow fresh fruit and vegetables, and also facilitate accredited horticultural and ecological training and learning opportunities.

Our guests and volunteers will be our most important resource. There will be ample opportunities for local people to volunteer and influence decisions at Sufra. And we will empower them to support others in their community and to help us advocate for policy change.



# Our Board of Trustees

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## **Susan Crane**

Susan was appointed Chair in Feb. 2020. She has worked as a senior manager for charities in the field of public health and international development for 25+ years. Susan has an MSc Hons in Charity Management from City University.



## **Aaseem Mulji**

Aaseem joined as a Founding Trustee in 2013. He now runs a Retail and Property Consultancy after working for a number of FTSE 100 companies such as Alliance & Leicester Bank, Npower & SKY. Aaseem's experience of poverty as a child in the UK has made him determined to shape Sufra to tackle the causes of poverty.



## **Mohammed Asad Abdullah**

Asad joined as a Trustee in 2019. He is a portfolio GP, overseeing a mental & physical health support service (Inspirational Minds), and is a Trustee of a non-profit org. Born and raised in Brent, Asad achieved his current position by benefitting from services like Sufra's.



## **Helena Krawitz**

Helena joined as a Trustee in 2019, and was appointed Deputy Chair in April 2020. She is a specialist in strategic communications and marketing, having worked in the financial and professional services over the last 20 years.

# Our Board of Trustees

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## **Nirmean Sawi**

Nirmean joined Sufra as an Admin Assistant in 2017 and later became Programs and Services Manager. After leaving her position to become a consultant, she rejoined Sufra as a Trustee (Secretary) in 2022. Having worked at Sufra for over 4.5 years, Nirmean understands how Sufra works to ensure those experiencing poverty receive the aid, support and dignity they deserve.



## **Pankaj Shah**

Pankaj joined as a Trustee (Treasurer) in 2022. He retired as a senior partner in a City of London firm of Chartered Accountants in November 2020 having been with the firm for 43 years. He served as a Trustee (Treasurer) of Sense International for 11 years. He has always been interested in the Charity sector having acted for Charity clients. Pankaj is keen to support local charities, having been a resident in Harrow & Brent for many years.



## **Lucy Bannister**

Lucy joined as a Trustee in 2021. Lucy works in public affairs and campaigns on national policy. She is currently at Southwark Council, having previously worked for the Joseph Rowntree Foundation and the Living Wage Foundation. She hopes to use her policy knowledge and influencing skills to help Sufra address the causes of poverty.



## **Aliya Al-Yasin**

Aliya joined as a Trustee in 2021. She is a Barrister specialising in public, employment and commercial law litigation. She holds degrees in law from the Universities of Oxford and London. Aliya grew up in Brent, and is drawn to Sufra's holistic and collaborative approach to serving guests.



# What Trustees do at Sufra

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- Attend scheduled Board Meetings, review all Board Papers including Quarterly Management Accounts, and scrutinise and approve the charity's Annual Budget and Audited Accounts. Trustees must ensure that there are effective mechanisms in place to monitor the performance of the Director and Senior Leadership Team in managing the charity.
- Work with other Trustees to ensure the charity is governed at the highest standards and adheres to all legal and regulatory requirements in line with the Charity Commission's guidelines. As guardians of the charity's assets, Trustees are responsible for their security, deployment and proper application.
- Support Trustees and the Senior Leadership Team to agree and periodically review the charity's strategic direction and Business Plans, ensuring they support the charity's vision and mission, and monitor progress towards agreed strategic objectives.
- Participate in individual and collective Trustee development and training to keep abreast of the Charity Commissions guidance on Charity Governance. Trustees will undergo also be provided with and undertake regular Trustee appraisals.
- Support the Senior Leadership Team to mitigate and minimise risk, update the Risk Register, and review and improve the charity's policy framework and quality standards.



# What Trustees do at Sufra

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- Work collaboratively to ensure that Board related decisions and policies are made by the Trustees acting collectively, and Trustees may participate in Subcommittees as necessary.
- 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.
- Act as an ambassador for the charity and champion it's cause. This may involve attending occasional external events, ceremonies and meetings.
- Support the Senior Leadership team and staff in areas where the Trustee has specialist knowledge or expertise.

## **In addition to General Trustee responsibilities, the Secretary is also responsible for:**

- Supporting Board Members to be familiar with the charity's governing document, their responsibilities as Trustees, the legal responsibilities of charities, and the charity's internal governance rules.
- Assisting the Chair and the Director in agreeing meeting agendas and ensuring that decisions and actions of Board meetings are recorded, filed and accessible to Trustees.
- Ensuring the charity maintains an up-to-date register of trustees and filing all relevant statutory returns and information with the Charity Commission.





# Who we're looking for

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All trustees must have the following:

- 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 (attending 6 meetings per year and committee meetings as required).
- 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.



Photo credit: Digital Island

# Why you should apply

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Becoming a trustee for Sufra NW London presents a unique and rewarding opportunity to contribute meaningfully to a dynamic organization dedicated to combating food poverty and improving lives for people in Brent. Sufra NW London operates at the intersection of community support, food aid, and education, offering a comprehensive approach to addressing the root causes of poverty.

**Strategic experience:** being a trustee at Sufra is a fantastic way of acquiring strategic experience. You will have the opportunity to hone your critical thinking, problem-solving and analytical skills as well as developing strategic sensibilities and team working skills.

**Enhance your CV and professional development:** getting involved as a trustee will provide professional development from learning how organisations are run, to planning finances, and strategic leadership. This experience can be the perfect boost to your CV and set you apart.

**Expand your networks:** by applying to become a trustee, you have the chance to be part of a compassionate and dedicated team, leveraging your leadership to create positive change and contribute to building a more equitable and resilient society.





# How to apply

## Diversity and Equality

We're committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. Applicants will be treated fairly throughout the recruitment process and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic.

## How to apply

- To apply for this role, please submit a CV, Covering Letter by email to [admin@sufra-nwlondon.org.uk](mailto:admin@sufra-nwlondon.org.uk), and complete our Equal Opportunities Form.
- We will be reviewing applications as they come in and will interview people on a rolling basis. If you would like an informal discussion about the role, please contact our Director Rajesh, by emailing [rajesh@sufra-nwlondon.org.uk](mailto:rajesh@sufra-nwlondon.org.uk)
- The deadline for applications is 31st of January 2024.



# Join us!

