



www.sufra-nwlondon.org.uk

Registered Charity No. 1151911

Board of Trustees: Trustee (General + Secretary)

Salary: Voluntary
Hours: 8 hours/month (approx.)
Responsible to: Chair of Board of Trustees

About Sufra NW London

Sufra is a community food and support hub that provides a life-line to people in crisis – including families living in poverty, refugees, and people who are homeless and socially isolated.

We provide them with the emergency aid and professional advice they need to survive, empower them to learn new skills and improve their wellbeing, and help them to find work and become financially stable. We are based in St. Raphael's Estate, one of the London Borough of Brent's most disadvantaged housing estates.

Our services include:

Food Banks and Community Shops: This year, we distributed emergency food to over 37,645 recipients.* Our Food Banks operates out of two locations in Brent and guests are referred to Sufra by one of 199 referral agencies, including Brent Council. Our Community Shop enables guests to access heavily subsidised shopping as part of a holistic programme of support that includes welfare advice, gym membership, a free café and more.

Community Kitchens and Café: Our network of Community Kitchens now operate 4 or 5 days a week out of 4 partner venues, each serves freshly cooked two or three-course meals to up to 100 people a session. Over 6,000 meals were served this year. On Christmas Day, we serve Christmas dinner to 200 isolated guests experiencing food poverty. Our Café operates alongside our Community Shop, twice a week, providing free hot drinks and lunches to our guests and subsidised meals to the local community.

Welfare Advice Service: Our Advice Team help guests address the problems that lead them to the Food Bank – such as benefit disruptions, housing problems, and other financial difficulties. We gained £66,215 in additional income for our guests this year. The support we provide is ongoing and tailored to the needs of the individual.

Refugee Support: Our Refugee Resettlement Programme helps refugees and asylum seekers access the professional welfare advice and other forms of support they need to build a new life in the community, including ESOL classes, coffee mornings, workshops, and social integration events.

St. Raphael's Edible Garden: We've worked with local residents to turn an abandoned space on the estate into a thriving growing project, where we offer a range of courses (AQA accredited) and volunteering opportunities for local residents and people with additional mental/physical health needs. The space includes a teaching yurt, a wildlife pond, a chicken coop (with 20 egg-laying hens), an orchard and an abundance of raised beds for growing vegetables and fruit. This year, we harvested 745kg of organic fruit and vegetables in the garden as well as free-range eggs.

Community Engagement: We rely heavily on our dedicated team of around 162 active volunteers to ensure that we can deliver these services. In total volunteers dedicated over 13,328 hours of their time to Sufra this year. We also work closely with referral agencies, local schools, businesses, faith groups, businesses, Brent Council and many voluntary sector organisations that support our work.

Role Description

We are recruiting a General Trustee and a Secretary to work closely with the Chair, other Board Members and staff to help the charity meet its vision and strategic objectives. Both are immensely rewarding roles 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

The deadline for applications is 31st of January 2024. To apply for this role, please submit a CV and Covering Letter by email to admin@sufra-nwlondon.org.uk, and complete our Equal Opportunities Form [here](#).

General Trustee Duties and Responsibilities

- 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 provide constructive feedback on 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, both tangible and intangible, 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 monitoring 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.
- Trustees 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.

Additional Responsibilities for the Secretary to the Board

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.

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 (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.