



**Cardiff Foodbank**  
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## Trustee Application Pack

Thanks for your interest in becoming a trustee of Cardiff Foodbank.

You'll be joining us at an exciting time, as we develop our strategy for the next three years - including our work as a Pathfinder Foodbank, testing innovative new ways to tackle poverty and reduce the need for our services.

We are recruiting for several new board members to bring a range of skills and experiences to our work. We are particularly looking to ensure we have more people on the Board of Trustees who have had personal and / or lived experience of poverty. And we are also keen to hear from you if you have skills in finance and/or HR.

If you would like an informal chat about the role, please contact Emma Shepherd, Project Manager on 07385 715978 or Bruce Hurrell, Trustee and Volunteer, on 07796 424204.

We are holding a drop-in session for potential applicants on Monday 18th July from 12.30-2pm. You'll get a chance to see the foodbank warehouse and talk to us about the role. Please contact [emma@cardiff.foodbank.org.uk](mailto:emma@cardiff.foodbank.org.uk) and let us know if you'll be coming along.

To apply, please download and complete our application form:  
<https://cardiff.foodbank.org.uk/about/currentvacancies/>

**Closing Date for applications: Monday 25th July**

Cardiff Foodbank is a charity that is founded on and shaped by Christian principles. As part of the Trussell Trust network, the values of Compassion, Justice, Dignity and Community are central to all that we do. We welcome applicants of all faiths and none who are committed to these values.

# Trustee Role Description

## Cardiff Foodbank Trustees are expected to:

- Ensure that Cardiff Foodbank complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Manage the charity's resources responsibly.
- Contribute to the overall strategy for the Cardiff Foodbank.
- Prepare for and attend meetings, training sessions and other events.
- Approve annual plans, strategies and budgets.
- Play an active role in the recruitment of new board members.
- Engage positively with staff, volunteers, local communities and stakeholders.
- Ensure the board regularly reviews its effectiveness, structures and roles.
- Contribute specific skills, interests and contacts and support the organisation.
- Represent the board publicly and ensure high credibility and trust in Cardiff Foodbank and its work.
- Promote the organisation to a wider audience of potential funders and beneficiaries.

## About You

You will bring the following skills, experience and qualities to the role:

- A commitment to the work of the Cardiff Foodbank.
- A commitment to the Trussell Trust values: Compassion, Justice, Dignity and Community.
- Ability to think and plan strategically.
- Excellent communication skills.
- Ability to take on board and respect different views and opinions.
- Able to challenge and question in a positive and constructive way.
- Commitment to promoting positive relationships between the trustee board, foodbank staff, volunteers and other stakeholders.
- A commitment to equal opportunities.

*More information about being a trustee is available from the [Charity Commission](#).*

## Support

Having skilled, well-informed and supported board members and staff is essential for the effective running of Cardiff Foodbank. We will provide a full trustee induction to support new board members within their role.

## Time commitment

Four formal Board meetings per year plus a contribution to specific projects or work packages, typically for six hours per month.