



JOB PACK

Trustee

#WeAreFoodCycle

www.foodcycle.org.uk

FoodCycle is an equal opportunities employer.



Dear Candidate

We are excited that you are looking at the work of FoodCycle and considering joining our fantastic board of trustees. Charity trustees play a very important role in making sure that the charity is run in the interests of the people it is there to support.

We are currently looking to expand the board from seven to nine trustees and to enhance our skills and knowledge around fundraising and operations.

FoodCycle has been delivering nutritious meals made from surplus food to feed vulnerable people since 2009. In that time, we have served over 3.5 million meals and grown to a network of 102 community meal Projects across England and Wales. FoodCycle is the only national charity that rescues surplus food and directly converts this into meals for hungry and lonely people to eat together. We have a proven model and fifteen years' experience of delivering community meals to vulnerable people.

We have just come to the end of our three year expansion strategy to have 100 Projects by 2025. Our new strategy, starting this year will see us focus on three things:

- To be recognised as leaders in delivering and promoting community dining
- To take a people centered approach to growing community projects and supporting more guests than ever
- To strengthen our sustainability as an organisation

The strategy has been drawn up with collaboration and support from the Board.

We know our model creates behaviour change both in terms of how people engage with their local community and through trialling and enjoying new and healthy foods that they haven't had to buy or cook. Hence, we believe people should have access to FoodCycle meals or an equivalent community dining experience wherever they are in the UK.

With 6,500 active volunteers who serve over 3,100 diners every week, FoodCycle is an exciting and ambitious charity to be a part. We want people on the Board who can help us make an even bigger impact.

FoodCycle Trustees are authentic, passionate and ambitious on behalf of the people we serve. We would like to hear from you if you believe that a hearty nourishing meal has the power to build communities and connection.

Best wishes

Sophie Tebbetts
CEO
FoodCycle

Mary McGrath MBE
Chair
FoodCycle

ABOUT FOODCYCLE

Week in, week out we nourish the hungry and lonely in our communities with delicious meals and great conversation, using food that would otherwise go to waste. Our Projects are run by thousands of skilled, trained and dedicated volunteers who create tasty meals to be shared by the local community. We believe that everyone has a right to good food and company without probing questions and FoodCycle welcomes people from all backgrounds and walks of life.

WE AIM TO:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

WHY WE'RE NEEDED

14.5 million people are in poverty

A report from the Joseph Rowntree Foundation states that 1 in 5 of the UK population (22%) is living in poverty. Following the removal of the £20 increase to Universal Credit and Working Tax Credit, and with energy tariffs and tax bills set to rise, British families face the prospect of having to endure the worst cost of living crisis for 30 years. The full impact of the pandemic is yet to hit home but it is predicted that it will further increase levels of destitution and 61% of FoodCycle guests are already reporting that they struggle to pay bills.

Loneliness is rife after the pandemic

Half a million older people go at least five or six days a week without seeing or speaking to anyone at all and 70% of FoodCycle guests said that they sometimes or often felt lonely. The pandemic meant people have spent even more time on their own and they are missing human connection and social interaction. A FoodCycle guest from Islington says "I haven't been outside for most of covid and I have been so excited to get back to FoodCycle to see my friends, I really missed seeing them every week. I feel like I am ready to start living again."

Good food is still going to waste

A WRAP report estimates that a UK household wastes on average the equivalent of 8 meals a week. Whilst we are getting better at reducing food waste, we are still throwing away 4.5 million tonnes of perfectly good food each year,^[VM1] with a value of £13.8 billion. The carbon associated with this food is equivalent to that generated by one in five cars on UK roads.

Nutrition improves wellbeing

Results from a national survey published in the American Journal of Public Health, showed that frequent fruit and vegetable consumption can increase happiness, life satisfaction and wellbeing in just two years. 81% of our guests said that they eat more fruit and vegetables because of FoodCycle and 84% said that the meals have given them the chance to try new foods.

Supporting the UN's Sustainable Development Goals

The 17 Sustainable Development Goals (SDGs) are an urgent call for action by all countries, recognising that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests. FoodCycle's work contributes to multiple goals by tackling food poverty, food waste, bringing communities together and supporting health and wellbeing.

What is a Trustee

At FoodCycle the trustees ensure that the charity has a clear strategy, and that its work and goals are in line with its vision. Our role is to be the 'guardians of purpose', making sure that all decisions put the needs of the beneficiaries first.

We also safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

FoodCycle trustees delegate the day to day running of the organisation to our Chief Executive, Sophie Tebbetts. We aim to be a 'critical friend' to the Chief Executive by giving her support and by challenging the team – in a supportive way – to help ensure we offer the best possible service to our guests.

Role of Trustee at FoodCycle

As trustees we overview each of the following activities:

- To ensure that FoodCycle complies with our governing document, charity law, company law and any other relevant legislation or regulations and that we pursue our Objects as defined in our governing document
- To ensure that we apply our resources exclusively in pursuit of FoodCycle's Objects and that we are efficiently and effectively managed
- To safeguard the good name and values of FoodCycle
- To manage risk with a considered, proportionate and balanced approach
- To ensure the financial stability of FoodCycle, so that the charity has the means to carry out its purpose
- To follow agreed principles and processes for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive
- To be part of safeguarding, remuneration and other panels as required
- To ensure the charity meets legal requirements when referring to its charitable status, for example in advertisements, and in the provision of public information
- A willingness to act as an ambassador for FoodCycle

In addition to the above duties, we ask that our trustees use any relevant specific skills, knowledge or experience, to help the Board of Trustees reach sound decisions.

It is also important that you have the time to commit to the role. As a trustee you will need to spend time reviewing FoodCycle's papers prior to Board Meetings and attend additional meetings either to support the Senior Leadership Team or help develop strategy.

Time Commitment

The Board meetings are usually held in central London or virtually four times a year (usually between 4pm and 7pm) and you are asked to attend a FoodCycle volunteer celebration event (held on a weekend in May) and a Trustee Away Day held in January.

We currently have three committees: Governance; Audit and Risk; Trading and Fundraising. You would be expected to join one of these committees to facilitate the work of the board. Each committee meets either once or twice for one hour between Board meetings.

Additionally, you should expect to be available for brief phone/virtual check-ins and are encouraged to volunteer at a Project at least once a year.

Trustees serve three years on the FoodCycle Board with an option to extend.

Please note this position is unremunerated. FoodCycle will re-imburse reasonable expenses.

Skills and experience

We are hopeful that a wide range of people with differing skill sets and experience apply for our Trustee position. It would be helpful if you have skills and experience in one or more of the following areas, however they are not essential.

- Governance – experience as a board member for a company or charity – this is ideal but not essential as we will provide training
- Experience at a senior level within the hospitality, food retail or food wholesale sectors
- Social Prescribing/guest outreach – an understanding of the needs of our guests with the ability to reach out to charities/health organisations across the UK
- Policy – experience of developing policy and campaigns, ideally within a charity context
- Income generation – experience of developing and implementing a successful income strategy
- Volunteers – experience of and responsibility for recruitment/training/policies and procedures relating to volunteers
- You will be committed, astute and community minded, with the ability to think flexibly, challenge when needed and willing to speak your mind.

What does onboarding look like?

We are keen to ensure that you enjoy your experience of being a Trustee at FoodCycle. FoodCycle will invest in training and mentoring for you as necessary in accordance with your experience.

Onboarding will include shadowing a board meeting, where you are not strictly a trustee, but where you will have time to meet the other trustees and the senior team at FoodCycle. The CEO/Chair will also accompany you to a FoodCycle project so that you can see the work of the charity first hand.

To enable you to understand your duties FoodCycle hosts training sessions for all trustees on safeguarding and invests in bespoke training for individuals depending on need.

Applying for this role

Inclusivity: FoodCycle is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating an inclusive and diverse workplace where everyone feels valued and respected.

To formally apply, please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position. [Please apply online via our vacancy website.](#)

If you would like to have an informal conversation about this opportunity you can email mary@foodcycle.org.uk

EDI Monitoring

FoodCycle is committed to promoting Equity, Diversity and Inclusion (EDI). To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete the EDI monitoring form as part of your application.

This information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence in line with GDPR. The information provided does not form part of the decision-making process and will not affect your application.

FoodCycle will re-imburse reasonable expenses and welcome applications from across the country.

Recruitment timetable

Closing date for applications: By 5pm Friday 31st January 2025

Interviews: w/c Monday 10th February 2025

FoodCycle is an equal opportunity employer and values diversity. The role advertised is 'Regulated Activity' and as such is not exempt from the Rehabilitation of Offenders Act 1974 and that all potential applicants will be subject to a DBS disclosure check.