



## **Empty Kitchens Full Hearts SCIO - Treasurer Trustee**

Empty Kitchens Full Hearts SCIO aims to relieve poverty in Edinburgh by providing meals using surplus food and follow-up support to people across the city, free of charge, and without judgement. Established in 2020 we have provided over 2 million meals.

### **What we're looking for:**

We are looking to recruit a Treasurer Trustee who will contribute their energy, enthusiasm and expertise to our organisation. Prior experience as a Trustee is not necessary. This is a meaningful opportunity to make a lasting difference in people's lives by supporting an essential service in Edinburgh.

### **Treasurer Trustee:**

We are seeking a candidate who is either a qualified accountant or has substantive accounting expertise, preferably with knowledge of the third sector. Ideally the postholder will have the capacity to work closely with the Executive Team in order to ensure the Board is fully conversant in ongoing matters of finance.

### **About Empty Kitchens Full Hearts**

Empty Kitchens Full Hearts SCIO aims to relieve poverty in Edinburgh by providing meals - made using surplus food - and follow-up support to people across the city, free of charge, and without judgement. Established in 2020, we have provided over 2 million meals to those in need. Empty Kitchens Full Hearts is led by a dedicated and passionate Board of Trustees who are collectively responsible for the governance and strategic direction of the organisation. A fantastic opportunity has arisen to join this board and make a real difference to people across Edinburgh.

## **Better reflecting our community**

We are committed to ensuring that our Board of Trustees better reflects the diversity of the communities we serve and the lived experiences of the people who rely on our services.

We recognise that lived experience of food insecurity brings invaluable insights to our mission. Individuals who can offer a fresh perspective beyond our existing networks would be highly beneficial to us.

We value a diverse range of skills and experiences, and are committed to inclusive, transparent, and supportive recruitment. If you are passionate about making a difference and feel you could contribute to the strategy and governance of Empty Kitchens Full Hearts, we would love to hear from you.

## **About our Trustees**

As a Trustee of Empty Kitchens Full Hearts, you will play a vital role in shaping the future of our organisation and ensuring we continue to provide critical services to those in need. Trustees are responsible for the strategic direction, governance, and financial sustainability of the charity. In this role, you'll work with fellow Trustees and the Executive Team to ensure that Empty Kitchens Full Hearts is delivering its mission effectively and in compliance with legal and regulatory requirements.

## **About the role**

Our Trustees support all aspects of our work, with the aim of providing strategic support, governance and assurance that enables us to continue to deliver our core services. They are there to lead, control and supervise the organisation's activities.

The time commitment for this voluntary, unpaid role is an average of 1-2 days a month. There will be a requirement to attend our quarterly board meetings and participate in ad hoc working groups. If you feel you have valuable experience and skills to contribute to the Empty Kitchens Full Hearts mission and would like to use your professional experience for good, we would love to hear from you.

## **What we Offer**

- The opportunity to make a significant and lasting impact on food poverty and community well-being.
- A chance to work with a passionate and dedicated team.
- The satisfaction of contributing to a cause you believe in.
- A commitment to your professional development and a supportive Board environment.

## **Duties and responsibilities**

The role profile for an Empty Kitchens Full Hearts Trustee is aligned to the legal and charitable responsibilities that are required of all Trustees by the Scottish Charity Regulator (OSCR). In addition to fulfilling these obligations, each Trustee will bring their unique skills and experience to bear, to support Empty Kitchens Full Hearts to deliver its strategic plans and operate in an effective and impactful way.

### *Governance:*

- Trustees will collectively ensure Empty Kitchens Full Hearts is carrying out its purposes for the public benefit, in line with our charitable objects and our governing document. This includes, for example, ensuring that we are delivering effective and impactful services to our service users, and that we manage our resources effectively to achieve this.
- Trustees must act in the best interests of the charity at all times, and act with appropriate care and skill in doing so. This includes, for example, ensuring that Board reporting reflects key measures of success, and provides the necessary assurance to Trustees.
- Trustees will ensure we maintain high standards of governance, fostering transparency and ensuring the charity holds itself accountable to its stakeholders.

### *Strategy:*

- Trustees will work together with the Chair to set the strategic direction of the charity as well as the culture through which the charity operates, with a particular focus on long-term planning

### *Assurance:*

- Trustees will work together to approve and monitor the delivery of annual plans, and will manage the finances, and manage risk, effectively.
- Trustees will be required to maintain awareness and compliance with legal and regulatory requirements relating to Empty Kitchens Full Hearts.

#### *Ways of Working:*

- Trustees will leverage their networks, knowledge and experience to support Empty Kitchens Full Hearts, particularly in areas such as food insecurity and fundraising.
- Trustees are encouraged to volunteer with the charity in roles such as kitchen assistant, packing and delivery of food.
- Trustees are required to attend a minimum of 4 Board meetings a year and should also be willing to sit on working groups as required.
- Meetings are typically 2 hours in duration and are set out up to 12 months in advance. Board meetings are mainly in person at our premises in Granton, but may occasionally be held online.
- Trustees will build strong working relationships with the Chair, fellow Trustees, staff, volunteers and supporters.
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#### **Skills, knowledge and personal attributes**

Specific skills being sought to strengthen our Board:

We are extremely interested to hear from people with either of the following priority skills:

- Professional experience of working with marginalised communities, including food insecurity and poverty.
- Fundraising experience including, but not restricted to, events, corporate, community, grants and trusts.
- A skilled accountant or person with robust accounting skills able to communicate with the board regarding all matters financial.

In addition, all of our Trustees are required to demonstrate the following attributes and skills:

#### *Attributes*

- Ability to contribute to the work and ongoing development of Empty Kitchens Full Hearts, not only through regular attendance

of Board meetings, but also through working groups, as appropriate.

- Ability to use previous experiences in a relevant manner, whilst at the same time being able to separate oneself from prior allegiances and interests, so that conflicts can be managed openly and transparency guaranteed.
- Have the ability to bring good judgement to the board, including discussing and making decisions on matters outside of your direct area of expertise.
- Ability to think strategically and work with the rest of the Board to set the strategic long term direction of Empty Kitchens Full Hearts.

### *Skills*

- Highly effective communication and interpersonal skills, with the ability to converse beyond your own domain of expertise and to discuss complex and/or intractable problems and contribute to solutions, even if these are not perfectly aligned to your own views.
- Ability to maintain a rich network to sustain the knowledge and experience offered to Empty Kitchens Full Hearts.
- Ability to provide support and advice to the Trustees and officers in the affairs and strategic development of Empty Kitchens Full Hearts.
- You must also demonstrate a clear commitment to operating by the standards relating to public life and knowledge of the OSCR's requirements of Trustees.
- Work with the Chair of the Board of Trustees to ensure Empty Kitchens Full Hearts is well-run and governed effectively.
- Provide support to determine the strategic direction of Empty Kitchens Full Hearts.
- Advocate for Empty Kitchens Full Hearts, raising its profile.
- Build strong working relationships with the Chair, fellow Trustees, staff, volunteers and supporters.

### **Learn more and apply**

If you are interested in learning more about the role before applying, please email Jane Rutherford via [jane.rutherford@emptykitchens.co.uk](mailto:jane.rutherford@emptykitchens.co.uk).

To apply please submit an expression of interest to our Chair Linda Rosborough via [hr@emptykitchens.co.uk](mailto:hr@emptykitchens.co.uk). You should provide a concise overview of your relevant skills and experience, making a compelling case as to why the Board should consider you. A CV, whilst helpful, is not necessary at this stage.

The Closing date to express your interest is Midnight on 23/11/2025.

Selected applicants will be invited to an interview shortly after this date.