

Trustee

Information Pack

This pack contains the following information:

- Details of the role
- The application process
- Overview of Edinburgh Food Project
- Role Description
- Person Specification
- Support for the Trustee Board

Role Details

Role title:	Trustee
Term:	Trustees are elected for a minimum term of one year and are re-elected annually at the AGM.
Time commitment:	The trustees meet as a Board 6 - 7 times per year. Board meetings are usually held 6pm – 8pm bi-monthly on Monday evenings in addition to one full annual planning or strategy day. Regular attendance at these meetings is a minimum commitment for members of the trustee board. In addition the trustee board operates three sub-committees; Finance, HR & Governance and Development, which meet bi-monthly in advance of the full Board meetings. Trustees are encouraged to join and contribute to at least one sub-committee.
Remuneration:	This role is not remunerated but reasonable expenses for travel and childcare will be reimbursed in line with our expenses policy.
Location:	Trustee Board meetings are held in person in Edinburgh, usually within easy travel distance from our registered office and warehouse in Broomhouse. Sub-committee meetings are usually held online via Teams.

The Application Process

Application deadline:	We are seeking to recruit several additional members to the Board and are currently open to applications on a rolling basis.
Interview location:	In person, Edinburgh
Interview format:	The Chair and Chief Executive will meet candidates for further discussion about the role and an informal interview at a mutually convenient date and time. Following this, if the Chair and candidate agree to progress the application, candidates will be invited to attend a Board meeting as an observer ahead of their election to the Board.
To Apply:	Please send your CV of no more than two sides of A4 to recruitment@edinburghfoodproject.org together with a statement of no more than two side of A4 telling us how you meet the Person Specification and why you are interested in the position.

About Edinburgh Food Project

Edinburgh Food Project is within a period of rapid change as we work towards a future without the need for foodbanks.

Vision

An Edinburgh without poverty, where everyone has what they need to thrive.

Mission

To provide food and other everyday essentials, support, and advice, while working with individuals, communities, and partners to address the root causes of poverty.

Values

DIGNITY

- We recognise the importance of the power to choose what, where, when, how, and with whom you eat and how and when you interact with services.
- We involve people with lived experience in our decision-making and provide opportunities to contribute.

RESPECT

- We treat individuals as a whole person.
- We listen and are understanding of people's situations and will respect the choices they make.
- We recognise difference and respond in a way that respects people and their protected characteristic or social situation.

INTEGRITY

- We conduct ourselves with integrity and ensure our work is of the highest quality.
- We are transparent, accountable for our actions and are committed to learning from experience.

POSITIVITY

- We act with unconditional positive regard and always assume the best of people and situations.
- We do not accept the status quo.
- We hold to a belief in a better future and that there is a way to achieve it.

Strategic Objectives

RELIEF

To offer dignified immediate relief to people experiencing poverty

We provide food parcels containing enough for three meals a day for three days together with other everyday essentials e.g. toiletries, household, and pet items to people referred to our seven foodbanks across the city.

We also provide Emergency grants through the Money Advice Service such as fuel, crisis, and clothing grants.

SUPPORT

To offer support and advice to people experiencing poverty

We aim to support people beyond the initial provision of food and other items. Our Money Advice Service provides a dedicated phone line, outreach support at our foodbank centres, and engages in casework to help people with individual issues including benefit advice and appeals.

We also invite other organisations to provide drop-in support at our foodbank centres, make referrals and signpost to other sources of help, and work with partners on delivering additional community activities.

CHANGE

To advocate for societal change

We add our voice to campaigns by the Poverty Alliance, Trussell, Joseph Rowntree Foundation and others, share our learning and data, and lead by example as an employer.

We include people with lived experience in everything we do, and safeguard those we work with.

“The foodbank was there when we really needed it, it was an absolute lifeline.”

“I have a passport now and birth certificate. I won my appeal for PIP... A massive thanks to you and EFP.”

“You have made my day today, thanks for being so helpful.”

Role Description

Purpose of Role:

Charity trustees are the people who have general control and responsibility for governance of the charity. The trustees of the charity are collectively responsible for making sure that the charity uses its resources effectively and works to achieve its charitable mission and aims

Responsibilities and Duties

Candidates should be familiar with [the roles and responsibilities of trustees](#) as set out in guidance from the Scottish Charity Regulator, OSCR and the duties of trustees set out in [The Charities and Trustee Investment\(Scotland\) Act 2005](#). The trustee board appoints a Chair and a Treasurer as well as Chairs of the Finance, HR & Governance and Development Sub-Committee to take forward specific areas of work. All trustees have the following shared responsibilities:

1. Leadership and Strategy:

- Set and maintain the vision, mission and values of the organisation.
- Develop direction, strategy and planning.
- Ensure the organisation has the right structure and resources for its work.

2. Financial Management and Reporting

- Ensure that the financial affairs of the organisation are conducted properly and are accurately reported
- Ensure compliance with all OSCR reporting requirements

3. Governance and Risk Management

- Ensure that there are appropriate policies and procedures to govern all organisational activity, including guidance for the board, volunteers and staff.
- Establish systems for reporting and monitoring.
- Manage risk and ensure compliance and accountability with the charity's constitution, external regulators and the law.

Person Specification

Essential Criteria

- Commitment to the mission, vision, and values of the Edinburgh Food Project.
- A knowledge and understanding of the negative impacts of poverty on individuals and society and what works effectively to improve outcomes
- Independence of thought and sound judgment.
- Ability to work as part of a team.
- Knowledge of charity law, OSCR reporting requirements and the principles of good governance
- Ability to remain impartial and to maintain confidentiality.
- Willingness to make and stand by collective decisions.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Ability to appropriately challenge current thinking and methods of governance and management.
- Positive and initiative-taking approach to problem-solving.
- Eagerness to reflect and learn, even in the role of trustee.
- Availability to attend regular trustee meetings and capacity to fully engage in the work of the trustee board

Desirable Criteria

- A solid understanding of charity finance and managing financial risk for a UK charity
- An understanding of the funding landscape for organisations working in the anti-poverty sector in Edinburgh and the ability to spot emerging risks and opportunities

Exclusion Criteria

Certain people are disqualified from acting as charity trustees. We are unable to consider applications from people in the following circumstances:

- You have an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
- You are an undischarged bankrupt or have a [Protected Trust Deed](#).
- You have been removed under either Scottish or English Law or the courts from being a charity trustee.
- You have been disqualified from being a company director.

For a full list of exclusion criteria for charity trustees please visit the [OSCR website](#).

Support for the Trustee Board

Induction Process

- A full trustee induction is in place to support the prospective candidate within their role to cover:
 - Edinburgh Food Project services and areas of operation
 - Finance induction
 - Roles and responsibilities of the trustee board
- In addition all new trustees are offered training opportunities via our membership of SCVO and Trussell

Senior Leadership Team

Edinburgh Food Project employs a full time Chief Executive supported by the Operations Lead, Finance Lead, Fundraising Lead, and Strategic Partnership and Development Lead with day to day responsibility for the management of the charity. Board papers covering all relevant management information for consideration at each meeting is prepared by the management team and circulated in advance of each meeting.

