



Tameside South and Longdendale Foodbank

Horeb Baptist Church
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Tameside
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www.tameside.foodbank.org.uk

ROLE DESCRIPTION FOR A CHAIR OF TRUSTEES

Contact Susan Ayers (current Chair of Trustees)

E: manager@tamesidesouthlongdendale.foodbank.org.uk

Chair of Trustees of Tameside South and Longdendale Foodbank (TS&LF)

The role includes the following.

As a Trustee:

- Work with the other trustees to provide management and direction.
- Ensure that the foodbank meets legal and good practice standards:
 - In the care of clients and volunteers
 - As a registered charity
 - carrying out our purposes for the public benefit
 - complying with our governing document and the law
 - Managing our resources
- Liaise with the Trussell Trust on a rotating basis with the other Trustees.

As Chair of Trustees:

- Governance and Strategy
 - Chair Trustees meetings. TS&LF use the NCVO Governance Wheel to ensure balanced management, in line with Charity Commission guidance.
 - Working with the Treasurer to provide the Annual Report to the Charity Commission
 - Facilitate the Trustees in updating and implementing a strategy for the foodbank.
- Operations
 - Oversight of our main project – financial inclusion which started in July 2023. We have bought in the services of Citizens’ Advice Tameside to provide an advisor at our foodbank sessions and by telephone. The contract is worth £25,000 per year for 3 years. We need to provide a good service to clients and ensure that we meet the requirements of our funders (Trussell Trust and United Utilities). A governance panel meets every quarter.



- Line management of our 2 paid staff, an Operations Manager (21 hours a week) and an Administrator (7 hours a week).
- Partnerships
 - Liaison with partner organisations such as Healthy Hyde, Citizens' Advice
 - Maintaining good relationships with the churches where we hold distribution sessions and who donate to the foodbank.
 - Liaison with Trussell Trust.
 - Tameside East Foodbank and Droylsden Foodbank.

Support

- We can provide training in your role as a Trustee if required e.g. NCVO or Action Together.
- We are part of the Trussell Trust who offer a Trustee Helpline and support materials. They provide guidance and updates on statutory requirements best practice from the Charity Commission. Trussell Trust also offer membership of the Association of Chairs and access to their resources and training materials.

Person specification

The Chair of Trustees should have the following qualities.

- Experience managing a team or board.
- Experience of charitable work or working with volunteers
- Good listener, able to bring the best out of Trustees and facilitate decision making.
- Team player able to motivate and encourage Trustees and volunteers so that together we can continue to feed those in need.
- Compassion and alignment with our core values of welcome and dignity
- Lived experience of poverty would be an asset.
- IT literate – we use Microsoft 365 for all foodbank documentation. Meetings are often conducted using Zoom or Teams.

