

Volunteer Role Profile



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| Volunteer Role | Trustee (People Strategy Lead) Middlewich & District Foodbank |
| Volunteer Manager | Anne O'Keefe |
| Where you will be based | Community |

Why we want you

This role involves leading the Middlewich & District Foodbank's people strategy and policies for the Board of Trustees. You will work with the volunteer coordinator and food bank manager, as appropriate, ensuring the interests of the one employed staff member and volunteers are presented to the board of trustees.

As the People Strategy Lead Trustee, you will ensure the highest standards of governance in policies and practice related to employee and volunteers' relations, recruitment, retention, reward, and recognition. You will also be involved in developing the longer-term strategic direction of the food bank's staffing requirements and succession planning.

What you will be doing

- to ensure that the Trustee board understand their legal and regulatory responsibility on matters relating to employed staff and volunteers.
- to ensure the Trustee Board monitors and reviews the performance of the foodbank manager, rewards performance accordingly and identifies appropriate development opportunities.
- to ensure that the Trustee Board monitors and reviews the charity's volunteer programme, ensuring that volunteers are trained, managed and supported.
- to drive the succession planning process.
- to approve, support and guide the charity's purpose, vision, strategy, goals and objectives.
- to manage the charity's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk, and not over-commit the charity.
- to ensure appropriate financial plans are in place, budgets are monitored, and progress is evaluated.
- to review and approve financial statements.
- to ensure the charity has appropriate procedures to comply with current legislation and good practice, including employment, health and safety, equity, diversity and inclusion, safeguarding and GDPR compliance/data protection.
- to prepare for and regularly attend and participate in board and subcommittee meetings and any trustee away days.

The skills you need

- some knowledge or experience of working in HR or Volunteer Management.
- an understanding of the differences between employees and volunteers.
- a willingness to learn to fill any current knowledge gaps.
- it is not necessary to have previous board experience as training and support will be provided.
- this role could support someone taking their first steps to develop wider board level and governance experience.
- Whatever your background, we want to make sure you are supported and empowered and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, with varying experiences, can help to make what we do as effective as possible. As such, we welcome all applicants regardless of age, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation. We also encourage those with lived experience of poverty to apply.

What's in it for you

- feeling you are making a difference whilst volunteering with us.
- meeting new people and being part of a motivated team who share a passion to eradicate poverty in our community.

Disclaimer

Applicants must be primarily resident in the UK when applying for this post. This is to enable successful applicants to fulfil the duties of this post and have access to any systems or programs required for the role in line with the charity's data protection policies.