

**TRUSTEES SOUGHT FOR CHARITY PROVIDING FOOD AND OTHER CARE**

**St Laurence’s Larder and Open Kitchen** was established around eight years ago to provide a warm welcome and fresh food for those struggling to make ends meet in our community and beyond. In 2019 Laurence’s Larder became a registered charity and we are looking for trustees to help guide us through the next stage of our development.

We are particularly interested in hearing from trustees with experience in operational management, fundraising and/or communications and from people who will help our board become more diverse and representative of the community we serve.

**JOB DESCRIPTION AND PERSON SPECIFICATION: TRUSTEES**

**JOB DESCRIPTION**

### OUR PURPOSE

Our charity’s purposes as set out in the objects contained in the constitution:

The prevention or relief of poverty in the London Borough of Brent by providing food, clothing, facilities for washing and such other items and services as the trustees may determine. Those who are eligible to receive our help are:

* Any members of the public who are in need and finding it hard to make ends meet who attend the Larder
* No geographical limit is placed on the public who may benefit from the Larder
* The aims of our charity are to provide relief to people suffering poverty and to help address the causes of poverty.

### OUR WORK

Usually we provide a three-course meal which is typically soup, pasta or other favourite such as cottage or fish pie, followed by a pudding such as crumble and custard or fruit salad. For those in even greater need, we provide dried and tinned food and toiletries for a few days to take away. We also have clothes washing facilities and a shower as well as a clothes bank available.

We also deliver food to our local school.

During the Covid restrictions we have been providing a reduced, takeaway service. When these restrictions are lifted we will return to our community kitchen where our guests can come into our dining room and enjoy a meal together.

We work in partnership with other charities who provide our guests with support to address drug, alcohol and mental health issues and also benefits, work and housing advice.

People of all faiths, and none, are welcome.

**Where we operate**

Brent is an outer London borough located in north west London. At 33%, the poverty rate in Brent is significantly higher than the London average of 28%.

**The role**

The role of a trustee is to uphold the charity’s mission and vision, ensuring the effective governance of the charity. The trustees will work with the project development manager to set the strategic direction and framework for the organisation.

**KEY RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

**Strategic leadership**

The board must:

* provide leadership to the charity, ensuring that the charity has maximum impact for its beneficiaries
* fulfil its duties and responsibilities for the effective governance of the charity
* operate within our charitable objectives and provide a clear strategic direction for the charity
* regularly review major risks and associated opportunities trustees satisfying themselves that systems are in place to take advantage of opportunities and manage and mitigate associated risks
* ensure the sound financial health of the charity helping to create systems to ensure financial accountability.

**Governance**

The board must:

* ensure that the governance arrangements are working in the most effective way for the charity
* encourage positive change and where appropriate address and resolve any conflicts within the board
* ensure that the board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
* work within any agreed policies adopted by the charity.

**Relationship with the management team**

The board must:

* establish and maintain a strong, effective and constructive working relationship with the project development manager (PDM), ensuring (s)he is held to account for achieving agreed strategic objectives
* support the PDM while respecting the boundaries which exist between the two roles
* liaise with the PDM to maintain an overview of the charity’s affairs, providing support as necessary.

The above list is indicative only and not exhaustive. The trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Trustees are expected to adhere to the the Seven Principles of Public Life outlined in the Nolan Principles:

https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2

**EXPERIENCE AND SKILLS REQUIRED**

**Personal qualities**

We are looking for people who:

* demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
* exhibit strong interpersonal and relationship building abilities
* demonstrate tact and diplomacy, with the ability to listen and engage effectively
* strong networking capabilities that can be used for the benefit of the charity
* can foster and promote a collaborative team environment
* will commit time to conduct the role well.

Board meetings are every two months and there is an annual half-day strategy day you will be required to attend. You will be expected to make a significant contribution to a specific area such as strategy, business development, fundraising, safeguarding, operational expertise or communications in addition to the above.

**Experience**

Essential

* Experience of operating at a strategic leadership level within an organisation and/or on the frontline of an organisation relevant to Laurence’s Larder
* Successful track record of career achievement
* Experience of charity governance and working with or as part of a board of trustees or willingness to develop into a trustee role

Desirable

* Professional experience in one of the following fields is preferable but not essential: fundraising, food sector knowledge and volunteering.

Knowledge and skills

* Strong leadership skills, ability to motivate staff and volunteers and bring people together
* Understanding of food aid operations and working with volunteers
* Good understanding of charity governance and finance issues.