

Newquay Foodbank Volunteer Role Profile

Volunteer Role: Trustee (Fundraising and Grants Lead)

Where you will be based: Newquay

Time Commitment: 5 – 10 hours per month



Why you should join Newquay Foodbank:

Newquay Foodbank was founded in 2011 by the community and we work to distribute emergency food and essential items to people in Newquay, and surrounding areas, who are facing a financial crisis. We are a volunteer led organisation and rely on the skills that people from outside our organisation can bring. We are committed to ensuring that we have a sustainable operation both financially and by volunteer support and we must ensure our profile is raised in the community. By volunteering as the Fundraising and Grants Lead Trustee, you will lead on fund raising and grant applications at board level, ensuring that the Trustee board are aware of and kept up to date with any fundraising/grant developments.

What you will be doing (including but not limited to):

- To work alongside the Treasurer and the rest of the board to plan what level of funds are required to be generated to ensure the effective running of the charity
- To work alongside the trustee board to ensure that all grants are sought and written with the purpose of meeting the charities vision and objectives
- To support the organisation of local fund-raising opportunities to support the running of the charity, including incorporating national Trussell Trust fund raising campaigns/events throughout the year
- To oversee, with operational management support, the writing of high-quality grant applications that are in line with the charities vision and objectives
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information and/or developments regarding fund raising or grant applications

Other responsibilities, along with the board of trustees, include:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted
- To work alongside the Treasurer and the trustee board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary
- Ensure your charity is accountable, actively complying with statutory accounting and reporting requirements and the law
- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects
- To help promote the organisation to a wider audience of potential funders and beneficiaries
- To ensure the food bank has appropriate procedures to comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc
- Act with reasonable care and skill, giving your time, thought and energy to your role
- To serve as an ambassador of the foodbank in the community

The skills you need:

- A knowledge, ability and passion for fund raising and grant application writing
- An ability to lead on any fund raising and grants matters in a supportive and confident manner

- Organised and able to complete tasks accurately with good attention to detail
- Ability to listen and engage with people from a diverse range of backgrounds and experiences
- Ability to get on with others and be part of a team as well as completing tasks independently
- A willingness to learn about our organisation and our place within the Trussell Trust and align to our campaigns

Benefits of joining Newquay Foodbank:

- Have an enjoyable experience while volunteering for a nationally recognised organisation
- Full induction and training required to undertake your role
- Access to Tempo Time Credits, earning rewards for your volunteering
- Reimbursement of out of pocket expenses
- A Newquay Foodbank uniform
- Learning new skills and utilising your existing skills to make a difference to the community
- Meet new people and be part of a motivated team who share your passion to achieve social justice

By volunteering with Newquay Foodbank, we will ask you to commit to:

- Treating all foodbank users with dignity and respect, whilst maintaining confidentiality as set out in our Confidentiality Agreement
- Reading and abiding by the Newquay Foodbank's Policies and Procedures, including agreeing to and attending any training required to undertake your role
- Meeting time and other commitments as agreed