

Newquay Foodbank Volunteer Role Profile

Volunteer Role: Trustee (Health and Safety 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 Health and Safety Lead Trustee, you will lead on any and all health & safety issues, policies and concerns; ensuring that the Trustee board are aware and kept up to date in regards to the legal, regulatory and governance responsibilities of the charity regarding health and safety.

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

- To ensure that the Trustee board understand their legal and regulatory responsibility on matters of Health & Safety (including manual handling & fire safety, etc.) for the charity
- To ensure, along with Operational Management support, that all health and safety policies and risk assessments are in place and kept up to date with the changing internal and external environment
- To continuously keep up to date with all current health and safety legislation/regulations, to be able to reflect these changes in the food bank centres/warehouse in the relevant manner
- To be the allocated contact for health & safety as outlined on HSE poster in each centre
- Along with Operational Management support, to ensure that all relevant staff, trustees or volunteers are suitably trained and aware of the correct process to follow if any health and safety concerns arise, including the filling out of incident reports
- To regularly communicate to the rest of the trustee board via trustee meetings or any other communication any relevant information and changes as outlined above regarding Health & Safety

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 strong knowledge of Health & Safety legislation and a charities responsibility
- An ability to lead on any health & safety 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