



Call for Trustees: Lancaster District Food Justice Partnership

Role Description and Person Specification

This is a great opportunity for members of the community to help steer the direction of the Lancaster District Food Justice Partnership (LDFJP). You will act as an ambassador for the LDFJP and provide guidance in various decision-making processes as well as developing and overseeing the overall strategy of the organisation.

Lancaster District Food Justice Partnership's Aims and Values:

The LDFJP has been in operation since 2018, working with its member organisations to reduce food poverty across the Lancaster District. Some of our partner organisations include Food Clubs, Foodbanks, Citizens Advice, Lancaster District CVS, the NHS, and District Council. The LDFJP exists to bring together organisations and individuals to work towards the common aim of ensuring all residents have access to affordable, nourishing food.

To read more about our work please view our [website](#) and our [1-year food support strategy](#).

The LDFJP's charitable aims are as follows:

Relieving poverty:

The relief of poverty for the public benefit in particular by enhancing and supporting partnership working between food poverty relief organisations and other local statutory, voluntary, community, charity, faith and social enterprise sector organisations, in order to provide community members living in the Lancaster District area with more efficient, dignified and healthy food support.

Community development:

To develop the capacity and skills of community members accessing food services, particularly but not exclusively those living in the most socially and economically disadvantaged areas of the Lancaster District, in such a way that they are better able to take ownership, develop provision to meet local needs and to participate more fully in society.

We are now applying for charitable status and are looking for trustees to support the LDFJP in its application to become a charitable organisation and help steer the partnership through this transition. If you have an interest in food justice and would like to make a significant difference to food support in the Lancaster District, we would very much like to hear from you. Prior experience on trustee boards is not necessary.

Role Description

Role Title: Trustee of the Lancaster District Food Justice Partnership

Direct Report: None, but works closely with the LDFJP Development Worker, Chair of Trustees and other members of the Board of Trustees. As a charity dedicated to reducing food insecurity and

increasing community capacity, our Board, staff and volunteers are responsible in different ways to our communities and the charity commission's regulators.

Background: Knowledge of the third sector and the needs of Lancaster District's community members. A general background in strategy, governance, finance, HR, fundraising, marketing or any professional discipline would be useful.

Role Summary

- To work as part of the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.
- Work to ensure that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations. To find out more about these responsibilities, we recommend reading our [Memorandum and Articles of Association](#) and the Charity Commission publication [The Essential Trustee](#).
- Work in partnership with the Chair and support the employees, to help them achieve the aims of the organisation; and to optimise the relationship between the board of Trustees and the staff.
- Use knowledge and experience to contribute to the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

Main Responsibilities of Trustees – in relation to the Board

- Formulating strategic plans and regular reviews of long-term strategic aims of the charity.
- Developing organisational policies, defining goals, targets and evaluating performance against agreed targets.
- Attending the annual cycle of board meetings, contributing to decisions taken at meetings and ensuring they are implemented.
- Read papers circulated to keep abreast of the organisations' position and clear grasp of the charity's financial position.
- Work with other Board members to fulfil their responsibilities and engage in training/coaching/information to enhance overall contribution to the board.
- Engage in team working among Board members and participate in identifying and recruiting new trustees as required.
- Create a strong, profitable and fulfilling working relationship between trustees, the Chief Officer and staff through review and self-reflective evaluation of contributions and effectiveness of the board.

In relation to the community and code of conduct

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Play a role in the Board's efforts to foster relations with potential member organisations and potential funders/donors.
- Act as an adjudicator for disciplinary and grievance procedures if required.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate.
- In order to perform the above role, the Trustees should ensure reasonable engagement with all staff to engender strong relations and support networks between Board and staff.

Person Specification

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Passion for food justice.
- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.

Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of meetings, committee work and some experience of charity finance.
- Experience of safeguarding
- Experience of fundraising and campaigns
- Secretarial and minute-taking experience.

Time Commitment

- Once the charitable application is approved, the trustees will meet once a quarter. In the build-up to submitting our charitable application, trustees may need to meet more frequently (once every few weeks) to agree to documents for the application.
- It is important that the Trustee can attend the two in-person LDFJP partnership meetings twice a year to learn about the operational demands on its members and show support from the Trustee Board.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.

If you have any queries or want to discuss this further, please contact Harriet Phipps, our development worker at harriete@northlancashirecab.org.uk

If you have read this description and are interested in becoming a trustee, please use this form to submit an application: <https://forms.gle/casUxNCV6u2BSolB9>