



Epping Forest Foodbank

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Thank you for taking the time to find out more about Epping Forest Foodbank and whether becoming a trustee might be right for you. We hope the following information provides you with a good idea about who we are and what we do.

Epping Forest Foodbank (EFFB) is a charitable incorporated organisation providing emergency food parcels to local people experiencing temporary food crises and operates as part of the Trussell Trust network. In order to alleviate hunger and effectively support local people, EFFB works in partnership with many local agencies so local services can also be accessed for additional support.

EFFB is here to help anyone facing hunger because of a crisis - for the parents skipping meals so their children can eat, the tenant forced to go hungry just to pay the rent or for the elderly person making the stark choice between heating or eating.

EFFB is looking for (up to three) individuals who have a passion to serve the local community and support those in financial crisis. We welcome applications from individuals with various skills and experience however we are particularly interested in those with a background in:

- communications and marketing
- legal matters
- risk and compliance
- lived experience of food poverty.

The following documents form part of our initial Trustee pack, designed to provide you with information about Epping Forest Foodbank (EFFB) and the role of a Trustee.

1. History and Background
2. Future Hope
3. The Trustee role & Vacancies
4. Application Process & Skills Audit

We hope you find all you need to know here, but please do contact the chair of trustees chrisb@eppingforest.foodbank.org.uk if you would like any more information about EFFB or what it means to be a trustee.

1. History and Background

Epping Forest Foodbank (formally Loughton Foodbank) started in June 2013 to serve those in need in Loughton and surrounding areas, with a vision to provide emergency food parcels to people in financial crisis, but also to provide signposting to other agencies that can help people to resolve their crisis', as well as a kind listening ear and hope for their situation. Since its beginning it has been a journey of growth and development, both in helping more and more local people in financial crisis each year but also of widening our reach to the whole of Epping Forest District.

Loughton Foodbank was started by Heather Scholer as a partnership between Restore Community Church and St Mary's Church Loughton, as part of the Trussell Trust network of foodbanks. Governance was under the 'Above + Beyond' charity, part of Restore Community Church, and their Beyond Ourselves projects. The Christian faith has been a key element in the foodbank from the start, with much support from local churches and many of our volunteers being Christians and coming from a wide variety of local churches.

The project was opened by Dame Eleanor Laing MP on 13th June 2013, and our two distribution centres at St Mary's Church on Wednesday mornings, and Restore Community Centre on Saturday afternoons were opened to welcome referred clients. In May 2017 a further distribution centre was opened on Monday afternoons in The Box, Epping. Loughton Foodbank changed its name to Epping Forest Foodbank to accommodate its growing vision to reach more of Epping Forest District.

By 2018 the foodbank had outgrown its storage area of a single garage. In April 2018, due to a generous donation we were able to increase our storage space by renting a warehouse (initially at the Seedbed Centre in Langston Road, Loughton and currently on Oakwood Hill Industrial Estate, Loughton) which also provided some much needed office space.

In early 2019, with a widening vision and becoming a more substantial operation, the time was right for Epping Forest Foodbank to become an independent charity (Charitable Incorporated Organisation) in its own right, with its own dedicated trustees. This has enabled foodbank to have closer oversight, be more strategic about the direction of foodbank, and more easily access grants available to charities.

In the last 12 months the Covid-19 pandemic has seen Epping Forest Foodbank rise to the challenge of maintaining a service that delivers while keeping both volunteers and clients safe through maintaining social distance and remaining Covid secure in our operations. We have seen a massive increase in the numbers fed over the past year and have seen volunteers adapt in challenging circumstances with unwavering determination to provide help to those that need it.

Epping Forest Foodbank has always enjoyed very positive and wide support from the local community both through generous food and monetary donations, including Epping Forest District Council, Loughton Town Council, local businesses, local churches and places of worship and many many individual supporters. We wouldn't be able to operate without the fantastic team of compassionate and committed volunteers that we have.

More than food

Epping Forest Foodbank has a long standing commitment to tackling "holiday hunger" and social isolation.

During the pandemic EFFB has built relationships with local schools and academy trusts to support families that they identify as struggling to put food on the table. EFFB has delivered over 150 food and activity parcels to families.

Advice drop-in

EFFB is committed to signposting people who are in crisis to support that is relevant to their circumstances, which are sometimes complex and multi-layered.

Since 2017, Epping Forest Foodbank has hosted advisors as an in centre presence. During the pandemic we have been able to provide access through direct phone numbers, as advisors and referral agents are working from home.

Some of the referral agencies we work with are:

Peabody (previously known as Family Mosaic) support officer - have knowledge and skills to provide general advice on issues like debt, housing, benefits and employment.

Citizens Advice Epping Forest - free, confidential and impartial advice on benefit entitlement and claims, debt management, employment law, family and relationships situations, immigration and abuse and housing

Epping Forest District Council Benefits Team

Presence at **Multi Agency Centres** with a range of support including housing and benefits. Agencies attending include Citizens Advice, Peabody, Mind in West Essex and Changing Pathways.

We have volunteers responsible for researching and updating our signposting resources and we use Epping Forest Frontline to signpost to local local health and wellbeing services. Our foodbank centre volunteers are a listening ear to people using a foodbank. We are keen to provide a warm welcome from people who have the skills and attitudes to enable our guests to feel comfortable, talk about what is going on for them with someone who has empathy for them and knowledge of local services that could further help them.

2. Future hope

EFFB is moving into a new strategic stage of development. At this point we are looking to increase the number of distribution centres that we have in Epping Forest District to make it easier for people to access us more locally to where they live. We are opening our 4th centre and are keen to open more to serve all people across the district.

Epping Forest Foodbank is proud to be part of the Trussell Trust, a nationwide network of food banks that provides emergency food and support to people locked in poverty, and campaigns for change to end the need for food banks in the UK. There are more than 1,200 food bank centres in the network, about two-thirds of the food banks in the UK.

We are committed to Trussell Trust's new overarching strategy 'Together for Change' and will take it into account in all of our work and future plans:

We want to ensure everyone can afford the essentials in life. We are working towards a compassionate, just society without the need for large-scale emergency food distribution. Our goal is a fairer society where nobody wonders where their next meal is coming from or must rely on the kindness of their community in order to put food on their table. We'll be doing this in three ways:

- In **Changing Communities**, we'll be working to reduce the need for our services locally, helping people to access targeted support that addresses the underlying reason for their crisis.
- In **Changing Policy**, we'll be working alongside partners to provide stronger evidence of the drivers of extreme poverty (or 'destitution') and pushing for positive solutions that will help tackle these.
- In **Changing Minds**, we'll be increasing levels of understanding and empathy amongst the general public, locally and UK-wide, to build a movement that is willing to take action to create a just and compassionate society without the need for food banks.

Further information on the Trussell Trust's 'Together for Change' can be found [here](#).

Other information

Epping Forest Foodbank is in a healthy financial position. It currently operates with one paid member of staff (in the near future we hope to add a second part time paid member of staff) and over 100 volunteers to support them. It is overseen by the Board of Trustees which currently consists of six members, with a diverse range of skills and expertise.

In 2020-2021 we have handled over 1,200 referrals providing emergency food for over 3,000 people. This is a 75% increase on last year. We are also looking to fully take part in the Trussell Trusts new strategy and vision, 'Together for Change', 'Changing Communities, Changing Policy, Changing Minds', which seeks to reduce the underlying causes of why foodbanks are needed at both a local and national level.

3. Trustee Role

A trustee has 6 main duties:

1. Ensure your charity is carrying out its purpose for the public benefit
2. Comply with the charity's governing document and the law
3. Act in the charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

For more details on these please review the [Charity Commission Guidance](#).

Epping Forest Foodbank is a registered charity (no. 1182270) and our most recent annual report and accounts can be found on the Charity Commission's website at this link.

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5136391/charity-overview>

EFFB's governing document state that our charity objectives are:

To relieve persons in Epping Forest District and surrounding areas that are in financial hardship in such ways as the trustees from time to time think fit, in particular but not exclusively by:

a - providing emergency food, essential toiletries, and household items to individuals and families in need and/or distribution by charities or other organizations working to prevent or relieve poverty.

b - such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services and to provide such services with a Christian ethos, supported by churches in Epping Forest District.

As a trustee board we make decisions together, working as a team. We always act in good faith and in the best interests of Epping Forest Foodbank, being sufficiently informed and taking outside advice when needed. We expect all new trustees to do the same, contributing responsibly and maintaining good relations with all staff and volunteers.

Who can be a trustee?

Most people can become trustees, but there are a few situations where people are disqualified by law from acting as trustees. This includes people who:

- Have an unspent conviction for an offence involving dishonesty or deception
- Are currently declared bankrupt (or subject to sequestration in Scotland), or subject to bankruptcy restrictions or an interim order
- Have a formal arrangement with creditors to pay off debts, such as an individual voluntary arrangement
- Are disqualified from being a company director
- Have previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement

There are also restrictions relating to age, tax and working with children or vulnerable adults.

- Age - Trustees must be over 16
- Working with children or vulnerable people - although being a trustee does not necessarily involve working closely with children or vulnerable people, people who are barred from working with children or vulnerable adults are not able to be a trustee. DBS checks will be taken up for all trustees.

All trustees will need to sign a trustee eligibility declaration form which will be sent to the Charity Commission.

Commitment of trustees

Charity trustees share ultimate legal responsibility for governing a charity, therefore it is essential that trustees are committed to the role. This includes always acting in the best interests of the

charity, attending all trustee board meetings, as far as is possible, and carrying out tasks diligently in a timely manner.

Trustees are asked for a time commitment of on average 2-3 hours a month plus around 6-8 meetings in one year. They are encouraged to attend the annual National Foodbank Conference, Regional Meeting, attend relevant training and assist at a Quality Assurance Visit once a year. New Trustees will be asked to commit to a 3 year term, although do have the option to step down sooner if required.

Who we are looking for

Epping Forest Foodbank (EFFB) is looking for (up to three) individuals who have a passion to serve the local community and support those in financial crisis. The successful candidate(s) must be:

- Passionate about tackling poverty;
- Sympathetic to the Christian ethos under which EFFB and The Trussell Trust operate, committed to Trussell Trust's mission, vision and values;
- have an understanding and commitment to the duties and responsibilities of trusteeship;
- Excellent communication, interpersonal and writing skills;
- Good teamwork, analytical and problem-solving skills;
- Drive, competence, flexibility and a willingness to learn.

Applications are welcome from individuals with various skills and experience however for this round of recruitment we are specifically looking for individuals with backgrounds/skills in any of the following: communications, marketing, legal or risk and compliance and/or have lived experience of food poverty.

EFFB is founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to a common set of values and code of conduct inspired by these values. We expect all new team members to do the same.

4. Application Process & Skills Audit

To apply please complete the below application form and skills audit and return it to clairem@eppingforest.foodbank.org.uk no later than **12pm noon, Monday 10th May 2021**.

Interviews are planned: to be held w/c 17th May 2021 and anticipated appointment start date is mid-end May 2021.

Trustee Application Form

Please read the Trustee pack before completing this form.

Title: _____ Full Name: (BLOCK CAPITALS) _____

Address: _____

_____ Postcode: _____

Home/Mobile No: _____ Email: _____

Preferred time to contact: _____

How did you hear about the Trustee voluntary role at Epping Forest foodbank?

Please list below, details of employment history including your current position and employer.
(You may wish to attach a separate CV to the application form).

Why do you want to be a trustee for Epping Forest foodbank?

Are there any areas of the work of the organisation you have a particular interest in and/or would like to become more involved in?

Do you have any training needs relating to this post?

Are you aware of any potential conflicts of interest relevant to this post?

Skills Audit Form

Skill/ expertise/ knowledge/qualification	Rate your confidence on a scale of 1 - 5 1= not confident/ no experience 2= basic understanding 3= good understanding 4= confident 5= excellent or professional level competence	Notes (for example relevant qualifications or professional accreditation)
Administration (please rate your general confidence in this field)		
Minute taking		
Facilitating meetings		
Handling correspondence		
Producing reports and writing up policies		
Data handling (including using or developing databases)		
Finance (please rate your general confidence in this field)		
Budgeting		
Accounting		
Fundraising (please rate your general confidence in this field)		
Managing Donor relations		
Writing funding applications		
Legal (please rate your general confidence in this field)		
Health & Safety Legislation		
Environmental Health/Food standards		
Legislation concerning racial equality, disability discrimination, equal opportunities		
Safeguarding		
Company Law		

Employment Law		
Data Protection		
Insurance		
Business (please rate your general confidence in this field)		
Purchasing premises		
Managing premises		
Income generation		
Warehouse management		
Stock control		
HR (please rate your general confidence in this field)		
Interviewing		
Mentoring		
Personnel management		
Conflict resolution		
Training/ team development		
Leadership (please rate your general confidence in this field)		
Board/ Committee experience		
Decision making		
Objective setting		
Strategy (please rate your general confidence in this field)		
Strategic thinking		
Strategic planning/ project management		
Monitoring & evaluation		
Change management		
Data analysis		
PR, Marketing & Communications (please rate		

your general confidence in this field)		
Networking		
Persuading Donors to give		
Handling the media		
Building local contacts		
Public speaking		
Organising events		
Voluntary or Third sector (please rate your general confidence in this field)		
Volunteer management		
Client care/support		
Charity/voluntary organisation governance		
Wider skills/ expertise		
Understanding of environmental responsibility and sustainability		
IT		
Time management		
Team work		
Listening		
Service user/beneficiary of the organisation		

Would you be willing to for us to submit for a DBS criminal record check, if required? Yes • No •

Do you have any criminal convictions (except those ‘spent’ under the Rehabilitation of Offenders Act 1974)? (NB: this does not necessarily prevent you from volunteering) Yes • No •

If yes, please give details:

Data protection: Epping Forest foodbank will hold your details on file but will not release them to a third party.

I confirm that the above information is complete and correct. I consent to the processing of this data in the consideration of my application and during the course of my volunteering, if applicable.

Signature: _____ Date: _____

Signature of parent/guardian if applicant is under 18: _____ Date: _____

