 **Trustee Trustee Role**

**Role**: Trustee (Operations and Health & Safety Lead)

**Where:** *Airdrie Foodbank*

**When:** *12 Board meetings per year (7pm-9pm) Also, visits to various services as and when required.*

**Time commitment:** 10 hours per week (approx.)

**Overview of the role:** This role involves leading on any and all operational and 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.

**Key tasks**

Trustee (Operations and Health & Safety Lead) Responsibilities:

* 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.

Objects of the food bank:

* To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

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

* 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 additional promoter of the food bank in the community.

**About you**

* A knowledge of and commitment to the work of the Airdrie foodbank.
* A strong knowledge of Health & Safety legislation and a charities responsibility.
* An ability to lead on any operational and health & safety matters in a supportive and confident manner.

**Benefits of volunteering**

* Using your existing skills to make a difference.
* Meet new people who share your passion to eradicate poverty in the local community.
* Make a real difference to the running of the food bank.

**Impact of your role**

* By leading on operational and health & safety matters for the food bank, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Airdrie foodbank.

**Support**

A full trustee induction is in place to support the prospective candidate within their role, as well as access to local voluntary action trustee training.

**How to apply**

For more information please contact David Findlay, email dfindlay@airdrie.foodbank.org.uk or fill in our application form from <https://airdrie.foodbank.org.uk/wp-content/uploads/sites/67/2021/04/Airdrie-Volunteer-Application-Form-GDPR.docx> and email to recruitment@airdrie.foodbank.org.uk