



Board of Directors Application Pack

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Springburn
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Tel 0141 558 2500

Email: manager@ngcfi.org.uk
www.ngcfi.org.uk

Charity No SC036842
Company Reg No 290958

Dear Applicant,

Member of the Board of Directors – Recruitment Information

Thank you for your interest in becoming a member of the Board of Directors of North Glasgow Community Food Initiative (NGCFI).

Within this application pack you will see:

- Role Description and Person Specification
- Background to the organisation including vision and values – page 5
- Application form – page 14

Next Steps

Please see purpose and background information on NGCFI below and/or check our web site: www.ngcfi.org.uk

Please complete and return the attached 'Board Recruitment Application Form' at the end of this document to the Project Manager: manager@ngcfi.org.uk (you may copy our application form on page 13/14 into a new document)

We will then interview potential Board members. We will advise you of the details in due course. It may be that you will be invited to observe a Board meeting.

Whilst the position is not remunerated, travel expenses can be met.

Equal Opportunities

As an organisation we are committed to equal opportunities and encourage applications from all sectors of the community. Please call the office if you would like a copy of our equal opportunities policy.

Disabilities

Any applicant with a relevant disability, who cannot submit a CV on standard print, should contact me as soon as possible to arrange an application in another format. We guarantee an interview to anyone who meets the minimum requirements.

Please don't hesitate to contact our office should you require further information.

Best Wishes

Martha Wardrop
Chairperson

Purpose

The Board of Directors is a group of individuals who volunteer their time, coming from a variety of backgrounds who are interested in promoting the aims of NGCFI and helping the project flourish. The Board ensures that the organisation fulfils all its governance and legal requirements and operates efficiently. It maintains an overview of policy and strategic direction rather than being involved in day-to-day operations.

We particularly seek individuals with skills or experience in Income Generation, Human Resources, Health and Safety, Finance/Accountancy Support, Marketing, Fundraising and Technical / Building support to help lead our charity's next stage of growth and development. If you have any other skills which you feel would be beneficial to NGCFI please do let us know.

You will have the opportunity to gain experience and knowledge in working with a Board, working within the community / voluntary sector setting and to support a great local charity to continue to achieve its strategic goals. Induction and scene setting will be provided.

Role Description - Board of Directors:

- To attend six-weekly Board meetings and participate in a meaningful way, sharing knowledge and experience (The Board is due to meet during 2018 on Tuesdays from 5.30pm to 7.30pm: 13th March 24th April, 5th June, 14th August 2018, 25th September and AGM on 6th November.)
- To take on tasks relating to role and the work of NGCFI between Board meetings, including sub-committee work
- To liaise with staff regarding the running of NGCFI projects
- To promote the work of NGCFI to external audiences

- To attend and support some NGCFI events

Additionally, for respective roles/skill areas:

Human Resources

- To lead for the Board on the HR function, providing guidance and support including policy review, updating procedures and processes.
- Ability to deliver training is desirable.

Health and Safety

- Sound knowledge of legal requirements, policy, systems and procedures for compliance. Food Safety expertise also desirable e.g. Risk Assessments and hazard analysis and control, cleaning schedules.
- To lead on the Health and Safety Sub Committee.

Finance Support

- To have sound knowledge and experience of accountancy practises. (NGCFI use Sage line50)
- To attend Finance Sub Committee meetings.
- Willing to scrutinize our bookkeeping and work with our Finance Officer.
- Oversee producing of annual accounts which are produced by the Finance Officer.

Income Generation work

- Willingness to champion our income generation work which may include delivering training, increasing sales of fruit and veg within communities, and cookery courses.
- Experience of working in a business, finance or commercial environment, not necessarily food related.

Marketing

- Experience and skills relating to the marketing campaigns within the Health and Food Sectors.
- Knowledge of Health Promotion and Community Engagement.
- Interest in the design and development of food-related marketing strategies within local communities of North Glasgow
- Experience and skills relating to use of online resource, websites and social media to promote healthy eating
- To help support marketing of income generation activities.

Fundraising

- Experience in successful funding applications.
- To help prepare funding applications to charitable trusts and others to secure our core and service delivery.
- Knowledge of full cost recovery desirable.

Technical and Planning Support

- To have experience in planning & construction and support gardening staff in matters relating to planning.

- Be familiar with council planning procedures. Willing to help guide Manager and garden co-ordinator with building warrant or planning compliance matters.

Person Specification

- Understanding of and commitment to support the organisation's vision and values.
- Willingness to contribute to discussions, sharing knowledge and experience and offer opinions.
- Ability to listen to others and respect their opinions.
- Willingness to take on board the opinions of others.
- Aim to work towards consensus decision making.
- Can put the interests of NGCFI first, be impartial and fair.
- Ability to respect confidences.
- Good time-keeping.

Time Commitment:

We ask that you are able to be part of the Board of Directors for at least 12 months and try to attend every six-weekly Board meeting. These are held on Tuesday evenings and usually run from 5:30pm to 7:30pm.

Over and above this we anticipate that you would be able to dedicate a few hours every other week to the work of the Board.

For more information please contact Michael or Greig on 0141 558 2500 or email volunteer@ngcfi.org.uk or manager@ngcfi.org.uk

North Glasgow Community Food Initiative Background Information

History

North Glasgow Community Food Initiative (NGCFI) started as non-profit making organisation in June 2001. It was initially established by students from Student Action for Refugees (STAR) at Glasgow University, under the name of the North Glasgow Food Co-op to respond to the needs of the then new asylum seeking community.

In the first year the project was run entirely by volunteers and in September 2002 the project received funding to take on staff to support and develop activities. The organisation then changed its name to the 'North Glasgow Community Food Initiative' and broadened its focus to include expanded sales of fruit and vegetable, a delivery service, an allotment project and cookery activities. It has been growing ever since!

We have also been developing the structure of the organisation and in September 2005 we became a Company Limited by Guarantee with Charitable Status.

In 2006, we were one of only two organisations to win the prestigious Dame Sheila McKechnie Award for Community Food Initiatives, administered by the Food Standards Agency in London.

In October 2009, NGCFI and Milton Food Project merged. We work in partnership to improve greater co-operation between food projects in Glasgow and Scotland. In March 2010 we were benefited from a Third Sector Enterprise Fund grant from the Scottish Government. In 2011 we began ground works at our community garden in Milton, soon winning an award for sustainable working. In June 2012 we launched our Healthier Eating Royston Experience funded by the Big Lottery Fund. In 2013 we were successful with our Climate Challenge Fund application, to enhance and develop our work in Milton with our Milton CRUNCH (community-recycling-upcycling-nutritious food- composting-health) project, this funding is still in place. From 2014 Big Lottery Funding has enabled us to develop a quality Memorial Garden in Milton. It was officially opened in September 2015 by a Scottish Government Cabinet Secretary for Food. With funding from Esmee Fairbairn we commenced our Springburn Food Hub. In 2014 and 2015 we were finalists in the Evening Times' Streets Ahead awards for best community initiative. In 2017 we were winners of the Evening Times Community Champion's Award for Health and Wellbeing in NW Glasgow.

In 2017 we received a grant from the Jamie Oliver Foundation via Sustain UK to deliver Sugar Smart work in our communities.

The area of North Glasgow within which we work has a population of 100,000. There are indicators of poverty which rank some of the communities in the North as being amongst the most socially and economically deprived in the UK, if not Western Europe. NGCFI operates within parts of the North East and North West

administrative areas of Glasgow, however our funding does not permit us to cover the whole area.

We employ fourteen members of staff, see chart below. Our latest annual report is on our web site.

Our purpose, or why we exist is expressed through our vision, Strategic Goal and values

Our Vision

To contribute to the development of a society, where health, well- being and harmony are supported within active communities.

Strategic Goal

North Glasgow Community Food Initiative's Strategic Goal is to empower individuals and communities to lead practical and sustainable food related projects such as nutritional education, healthy cookery classes, growing food and giving access to affordable fruit and vegetables in the local community, that inspire and improve overall health and well- being, promoting community cohesion, whilst celebrating the diverse nature of the communities in North Glasgow.

Our Values

- Equality: We will promote creative positive action to improve the position of people within the communities of North Glasgow and surrounding areas who are marginalised and who experience oppression.
- Collaboration: We believe the voluntary and community sector is strongest when it works together and that our strategic goal will best be delivered through collaborative working.
- Passion: We believe voluntary action is built on the passion of individuals and communities to make a positive difference.
- Participation: We value and recognise the contribution our volunteers and members make to our service delivery and in influencing the way we do things.
- Quality: We are committed to providing high quality services and through listening to service users and stakeholders to make improvements to our services.
- Team Working: We are committed to working in a happy and healthy organisation, in which we respect each other, offer feedback and work to improve the experience of our staff and volunteers.
- Ethical Business: We will seek to make our charitable work self-sustaining by engaging in social business activities which enhance the social responsibility of local businesses and align to our other values.

How we will do this?

Our Approach

NGCFI has adopted a community engagement model as our response to the reality that all the top down efforts to "change people's behaviour" around healthy food have, by in large failed to deliver. We see our role as putting our resources at the disposal of people in communities supporting them to take a lead in improving diet, health and well-being for themselves, their families, their community.

We support people in mainly low income communities. We actively engage them in healthy cookery classes, growing food and we also offer access to affordable fruit and vegetables at our community sales points. We recruit, train and support volunteers from a wide variety of backgrounds and none of our activities would be possible without them.

Food Hubs

NGCFI is committed to our Food Hub model of working. We have defined Food Hubs as a way of integrating our core activities into a single offer based in a community. By connection gardening, home growing, accessing and learning to cook fresh food, our fruit and veg barras, nutrition and weight management classes, we can make a greater and more sustainable impact in the areas where we work. Whichever activity a local resident engages with us, we will encourage them to experience all aspects of our work so they can better make the connection to food and health. We also follow **Community Development** principles and processes wherever possible. We also will work in an **asset based** approach to build on individual and community strengths.



Partnership working

We want to promote and support the food-based activities of partner organisations so that people have information about everything that is on offer in their community to support them to enjoy a healthier diet and lifestyle. We seek to work with partners to maximise the impact of all food related activity for the betterment of the local community.

We engage a group of **volunteers** in each food hub area and support them to have a leading role in planning and delivering the project. Leading members of each Food Hub are also co-opted as Board Members, ensuring people from communities where we work have a major role in directing the organisation. We have successfully recruited leading volunteers from Milton and Royston food hubs on to the Board where they are making a huge contribution.

In light of the increasing proportion of people in employment, albeit many in fragile, part-time or zero-hours contracts, and pressure on individuals out of work to obtain work, it is becoming more difficult to recruit volunteers to take part in day-time activities. Some we do recruit have greater support needs. This challenges us to engage with the agenda around training for work, to engage with Job Centres and to consider the possibility for accreditation. This is also going to challenge us to deliver more outside of working hours and at weekends.

NGCFI continues to enjoy support from the Glasgow City Council's Integrated Grants Fund for the provision of some key services. The Food Hub model has also proved attractive to a wider range of charitable funders, because we have been able to show how what we do makes a difference in deprived communities.

Current activities

NGCFI reconfigured how we do our work in 2013. Rather than respond to all requests across the whole of the North Glasgow, delivery has been through **Community Food Hubs** in Milton, Royston and Springburn. We do ad-hoc work in Possilpark and Maryhill. Our Community Food Hub method of delivery brings together more closely our fruit and veg sales service, cookery classes for all ages, including homeless & addictions groups, healthy eating talks, grow your own food and a large volunteering project. We will also develop more partnership working with other organisations' food related work for mutual benefit and maximise impacts in communities. A strong feature of food hubs is getting to know the community, engaging with residents and supporting a local food hub group of local people.

Managing NGCFI Our Project Manager, on behalf of the Board has day to day operational responsibility for managing NGCFI staff and resources. The Administrative Assistant plays a key role in supporting the efficient running of the organisation. Our finances are managed by our **Finance Officer**. We have well established systems and procedures. We use Sage Line 50.

Our other current projects and activities are:

- **Volunteering Project**

Volunteer Co-ordinator plays a key role in helping new volunteers feel welcome and placed satisfactorily in their volunteering roles. Volunteers are the backbone of our organisation and are involved in all aspects of our work. We are always keen to take on new volunteers and aim to provide our volunteers with an enjoyable and supportive experience with the opportunity for skills development, improving confidence and gaining new training as well as having fun! We focus volunteer recruitment in the areas in which we work. Presently we have 80 volunteers registered with us, many are asylum seekers, refugees or other

foreign nationals. Volunteers have the opportunity to take part in all activities undertaken by the organisation: Cookery classes, growing produce, fruit and vegetable sales, admin, IT and community events. Some volunteer roles require PVG checks. We encourage volunteers to take on leadership or 'host' roles as appropriate. In addition to our e-newsletter we have also been making greater use of social media to keep in touch with volunteers.

Our three **Food Hub Co-ordinators** deliver on some / all of the following within their respective Food Hubs:

- **Fruit and Veg Service.** We run a weekly service on Mondays, Tuesdays, Wednesdays and Thursday. We sell low-price fresh fruit and vegetables in community venues including in four in Royston, St Rollox Church Sighthill, and health centres in Possilpark and Maryhill. Three barras run in Milton. Sessions are run by volunteers with the support of a part-time paid van driver. We aim to have the local community take responsibility for running their own fruit barra, so that we provide a supply and pricing service only. We have a small unit adjacent to our office to house this service. We own a van for deliveries.
- **Cookery Project.** We run cookery classes across our three food hubs, co-ordinated by the Food Hub Co-ordinator and led by sessional cooks. They encourage healthy eating, learning cookery skills and sharing recipe ideas from different cultures. We have run over 20 cookery courses per year with a wide range of different groups. We also do cookery demonstrations and taster sessions. Sessional cooks will share their knowledge of healthy eating and show how to cook a meal from scratch on a tight budget. Food Hub Co-ordinator also co-ordinate local activity, including our healthy eating sessions in schools. We are keen to harness the talents of our staff to work with the community to create innovative ways to address issues of food related disease and ill health.

- **Community Gardening**

Milton Community Garden Location: Milton Community Garden, Liddesdale Square, Milton, Glasgow G22 7BT

It is funded by CCF to boost health and wellbeing for all ages with people growing, cooking and eating healthy food and cut waste with composting and creating growing spaces using recycled materials.

We have a 25 year lease from the City Council. In May 2011 we commenced ground works. We engage local residents to be involved in decision making and influencing session planning and to foster the development of leadership roles for local people in pursuit of the gardening and Food Hub aims. We have a 'Local Assembly' to support group local participation in garden decision making. We also have the Milton Food Hub Group, in turn it has two places on the NGCFI Board. Milton Garden has a Community Engagement Officer post who in addition to delivering work in the garden, acts as a link to promoting the garden in the wider community and helps maintain partnership working.

- **Youth Garden Project**

Funded by BBC Children in Need, our part time Youth Garden Worker is to nurture young people in Milton through healthy eating, socializing with other young people and adults and thinking about the responsibility and ownership they can take in their own community.

In addition to our large Milton Community Garden, we also have growing activities at **Springburn** allotment, runs on a Monday. We have plans to improve social and outdoor work areas. We work with volunteers to grow their own organic fruit and vegetables, learn about the environment or just get out in the fresh air and benefit from physical activity.

Our **Royston** gardening work is delivered in partnership with Copperworks Housing Association and local schools. Both areas utilise the talents of our sessional gardeners to run the activities. We also have an allotment in Hamiltonhill, Possilpark.

- **Royston Food Hub**

Is in its third year third year of Scottish Government PCF funding to support the delivery of our work. It has a Food Hub group to oversee the project. The beneficiaries include - families, young people, older people, and those with addiction needs. It is led by our Food Hub Co-ordinator. The Food Hub delivers a range of activities including classes on preparing healthy meals on a budget and nutritional advice health related issues. We improve access to fruit and veg too. Base: Royston Primary School.

- **Springburn Food Hub**

Now in its third year of operation thanks to funding from Esmee Fairbairn, the food hub runs an allotment, two fruit and veg barras, with a third planned. One barra is for asylum seekers in a local Church. We deliver several cookery classes. We have an emerging partnership with Elmvale Primary School. We are developing other partnerships. There is a new Food Hub Group with a good mix of service users and volunteers.

Base: NGCFI Springburn Office

- **Milton Food Hub** has similar functions to the above and with the addition of a sizable community garden.

Base: Milton Community Garden

- **Other**

Outreach We attend many events throughout the year such as gala days. We are also asked to speak to groups about healthy eating.

Students In addition to volunteers we provide opportunities for student placements.

Partnerships. Working alongside and in partnership with a wide range of organisations in our food hub areas and wider afield, for example, NHS led NE Food Groups, NG Integration Network, GCC's sustainable Food Cities agenda.

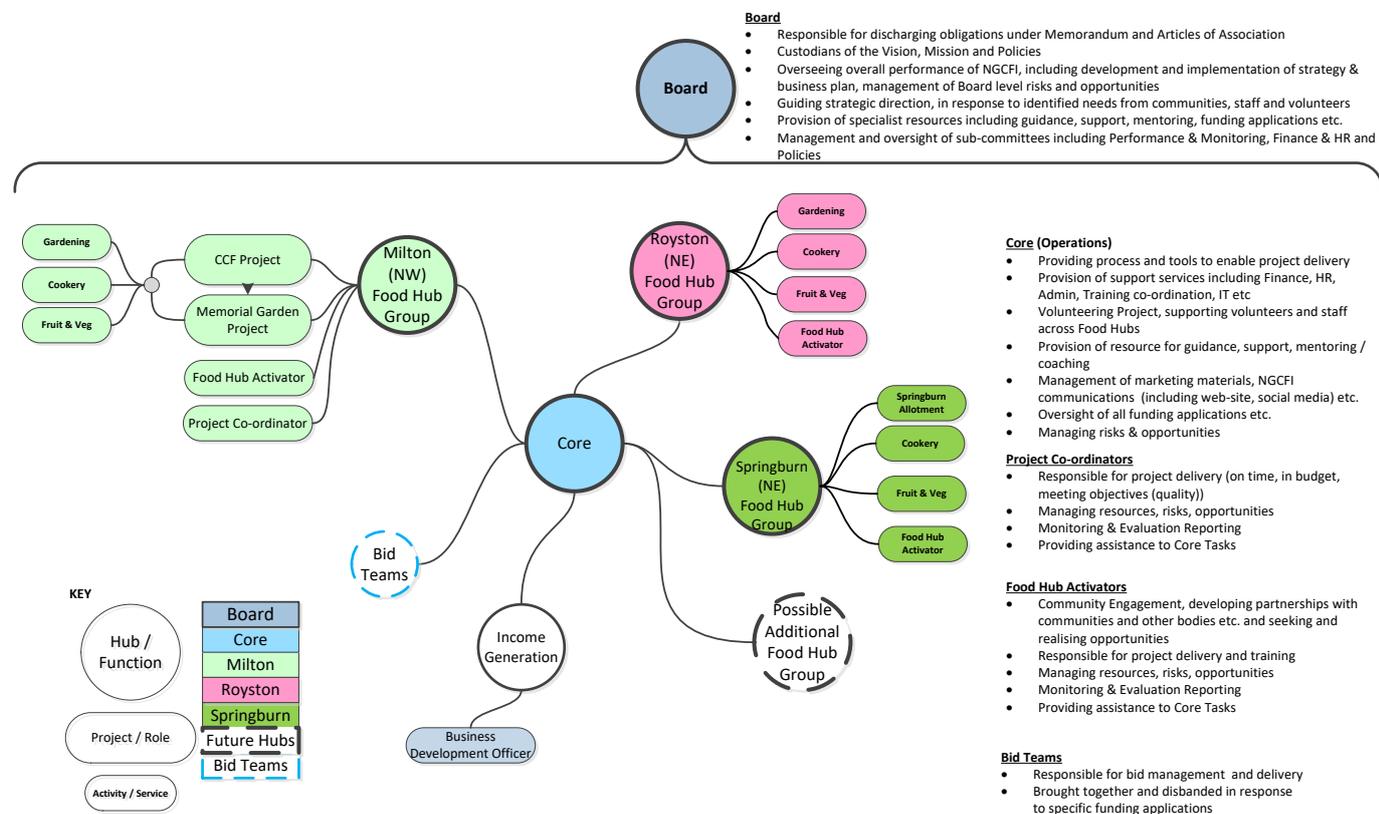
Governance, current management and organisational structure

The North Glasgow Community Food Initiative is a not-for-profit organisation run by volunteers. We are a Charity registered with OSCR and a Company Limited by Guarantee (and not having Share Capital).

Our **Board of Directors** currently comprises 6 members from a variety of backgrounds including the voluntary sector, fundraising, and members of the local community. The Board of Directors meet six weekly to oversee the strategic direction of the charity, plan future services and organisational and project development. In addition, our Board sub-committees meet regularly. The main subcommittees are Finance and Fundraising, HR and Policy, and Volunteering. Additional Sub Committees may be created. Each Food Hub Group is a key local forum for local people to influence and lead our work, and to which we are accountable to. We aim to have two members of the Board from each food hub area.

Funders Our current funders include the Glasgow City Council IGF, KSB's Climate Challenge Fund, The Robertson Trust, The Big Lottery Fund, Scottish Government – PCF and CCF; Lloyds TSB Foundation, The Robertson Trust, Hugh Fraser Foundation, Esmee Fairbairn Foundation.

Network Structure



Staff Structure – see organisation chart below.

NGCFI Staff Summary as at Sept 2017

Community & Volunteers

Board

Community & Volunteers

Board Sub Committees and Three Food Hubs Groups

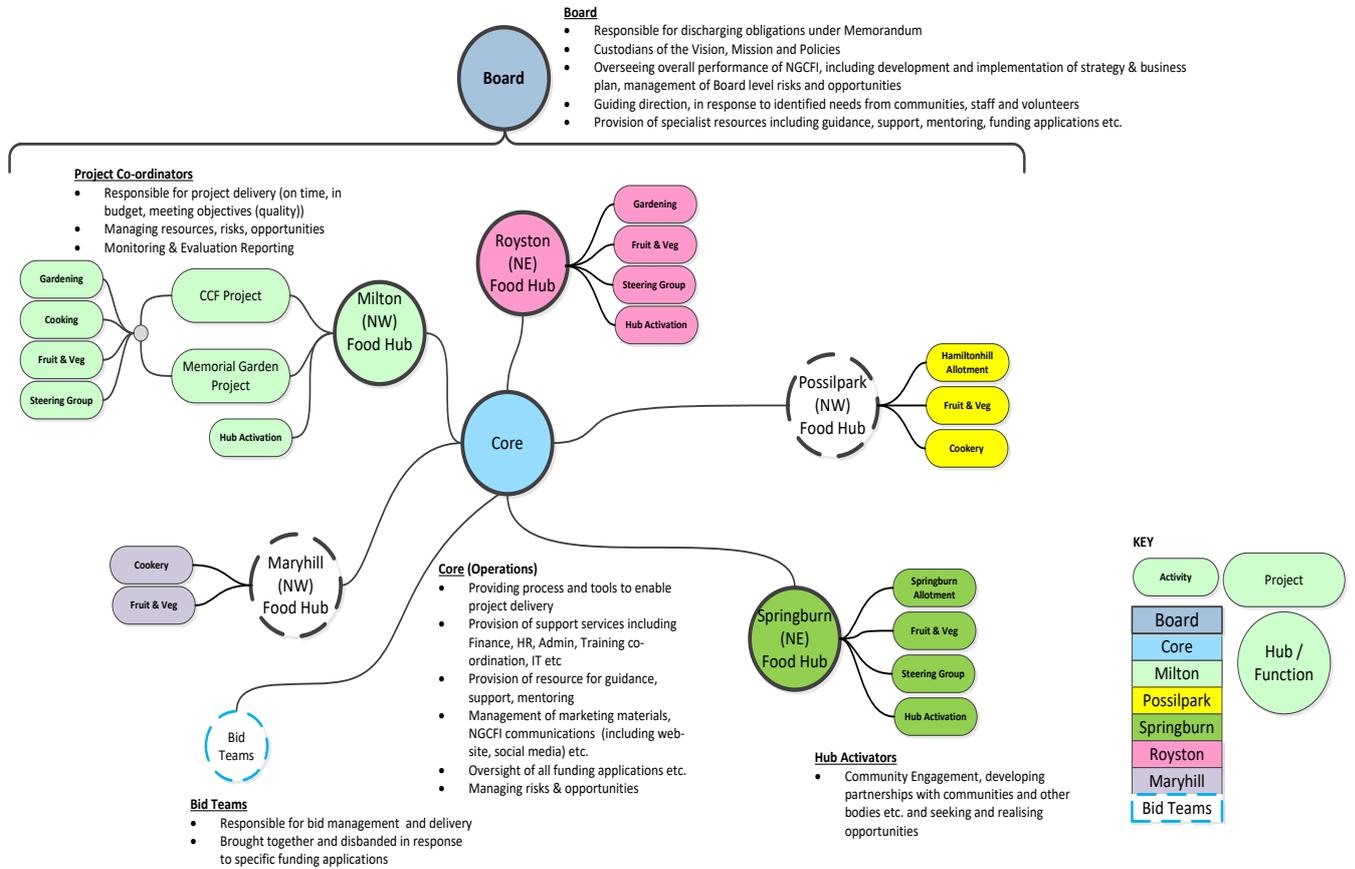
Chairperson

Project Manager

28hrs

Royston Food Hub Co-ordinator 28 h	Springburn Food Hub Co-ordinator 21 hrs	Milton Food Hub Co-ordinator 21 hrs Plus 7 hrs for SugarSmart campaign LM Milton Garden Co-ordinator 21 hrs and 7h Shared post	Volunteer Co-ordinator 21h	Finance Officer 18 hrs
Sessional Cooks & Sessional Gardener 8h	Sessional Cooks & Sessional Gardener 6h	Community Gardener (Milton) 17.5 hrs Community Engagement Officer (Milton) 28h	Administrative Assistant 16h	Van Driver 1 21h Driver 2 7 hrs
		Youth Garden Worker (BBC CinN) 10 hrs Composter 10.5 hrs Landscaping & Builder 17 hrs Sessional Staff		Hamiltonhill Sessional Gardener

Network Structure



NGCFI Board Recruitment Application Form

You may send your CV, however we do require some additional information.

Please complete and return to our Project Manager: manager@ngcfi.org.uk

Subject of email: *Board Recruitment Application* or post it.

Your contact details:

Name

Address

Postcode

Preferred phone number:

Email:

Referee with contact details:

Name

Address

Postcode

Preferred phone number:

Email:

In what capacity is the referee known to you?

Q1 Please provide a general introduction to yourself and why you would make a good addition to our Board of Directors. (200 words max)

Person Specification

- Understanding of and commitment to support the organisation's vision and values.

- Willingness to contribute to discussions, sharing knowledge and experience and offer opinions.
- Ability to listen to others and respect their opinions.
- Willingness to take on board the opinions of others.
- Aim to work towards consensus decision making.
- Can put the interests of NGCFI first, be impartial and fair.
- Ability to respect confidences.
- Good time-keeping.

Q2 Please comment on how you meet and / or confirm you can comply with the above : (no more than 200 words)

For respective roles/skill areas

Please *copy and paste* from the page 2/3 above, those role areas which you feel interested and qualified in or could contribute to.

Q3 Describe how your experience / skills gained to date equips you for each respectively: (no more than no more than 300 words per Role area)

Q4 Do you have any questions for us?

Declaration

I agree to being considered as a potential Board member with NGCFI and to join NGCFI as a member.

I confirm that I know of nothing in my past or present time which would debar me from becoming a member of the Board of Directors.

Signature

Date