



North Glasgow Community Food Initiative

Board Recruitment Information

Role: Volunteer Member of the Board of Directors

Purpose

The Board of Directors is a group of individuals from a variety of backgrounds. We seek to balancing our needs for particular skills whilst maintaining strong community representation. Directors will be 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 Building Management and Community Land Ownership, Fundraising, Human Resources, Income Generation, Health and Safety, and Marketing 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.

Role Description:

- To attend six-weekly Board meetings and participate in a meaningful way, sharing knowledge and experience
- 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 NGCFI events

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.

Additionally for respective roles/skill areas:

Building Management and Community Land Ownership.

- To have experience technical knowledge/experience of building management (we lease a former church).
- Familiar with processes to help achieve community ownership of land.
- To have experience in planning, procedures and construction. Willing to help guide Manager and garden co-ordinator.

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.

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.

Income Generation work

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

Marketing / Social Media

- Experience and skills relating to the marketing campaigns which can be of use within the Health and Food Sectors.
- Knowledge of Health Promotion and / or 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.

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 on 0141 558 2500 or email volunteer@ngcfi.org.uk or manager@ngcfi.org.uk

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