

Role Description - Trustee (Voluntary)



Date: October 2024

Job Title: Trustee

Reports to: Chair of Trustee Board

Direct Reports: None

Location: London & Remote

Salary: Voluntary

Hours: 10 hours per quarter

About Alexandra Rose Charity

Alexandra Rose Charity (ARC) was founded over 100 years ago to improve access to health care for Londoners on low incomes. Since 2014 we've turned our attention to address the linked issues of food poverty & unhealthy diets. We've pioneered the use of financial incentives through the development of the Rose Vouchers for Fruit & Veg Project. The Project has grown from two small pilots supporting 45 families to today, where we support over 2,000 families every week in eight areas across the UK – five London Boroughs, Barnsley, Liverpool and Glasgow.

What We're Looking For

We're looking for trustees who have the knowledge, skills, and passion to turn a successful concept into a national movement to improve the UK's food system.

We want to ensure that our Board better reflects the diversity of those who belong to the communities that we support. So, we particularly welcome interest and applications from Black, Asian, and ethnic minorities, people with disabilities, and the LGBTQ+ community. We would also like to better reflect the geographic reach of our project work and would therefore be interested in applicants from Yorkshire, Northwest England, and Scotland.

This could be your first trustee role, or you could already have some experience. We have a full induction process and ongoing training, plus a Trustee mentor to navigate you through your

first year on the Board.

Earlier this year we undertook a skills audit of the current Board and identified the following areas where we would like to strengthen our skills and knowledge. You would be a great fit for the organisation if you could help with one or more of the following:

- Direct experience of the communities we work with and the challenges they face in accessing a healthy diet.
- Knowledge of fundraising and a track record of leveraging networks to deliver successful fundraising campaigns.
- Experienced in financial management from either a charity or commercial perspective.
- Experienced in charity law and governance

What You Will Do

Our trustees play a vital role in making sure that Alexandra Rose Charity (ARC) achieves its core purpose. They oversee the management and administration of the charity. They also ensure that ARC has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable ARC to grow and thrive and, through this, achieve our mission to give families access to fresh fruit & vegetables in their communities.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on ARC's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee ARC's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve ARC's financial statements.
- Provide support and challenge to the Chair.
- Provide support and challenge to ARC's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in ARC's operating environment.
- Contribute to regular reviews of ARC's own governance. Attend board meetings and be adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect ARC's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of ARC's objectives, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings and Sub Groups. This may involve scrutinising board papers,

involvement in “task and finish” groups focused on key strategic issues, advice and guidance on new initiatives, and supporting fundraising efforts.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide full induction and training

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity, and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewal for 3 further terms to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending four Board meetings annually. We want the role to be flexible, so it suits the needs of all Trustees. Currently, most of our Board Meetings are hybrid, with some people attending in person and some online. We believe face-to-face contact is important and would expect a minimum of one in-person Board Meeting per year.
- The venue for the meeting is usually at a central London location.
- Attending annual organisation away day.
- Membership of one of the organisation's subgroups, which also meets four times each year online.

ARC’s Vision, Mission & Strategy

Vision: for everyone to have access to healthy and affordable food.

Mission: to give families access to fresh fruit & vegetables in their communities.

Our Values:

Innovative - We have 106 years of innovation in our history. We bring new creative ideas and approaches to meet the needs of the day, and we are not afraid to try different approaches and forge new directions.

Ambitious - We want the best for the communities we serve, for each other, and for Alexandra Rose Charity. We believe in what we do and are confident we can create a lasting impact.

Reflective - We learn from evaluation, our successes, and our challenges.

Open & Honest - We champion our success and those of others. We are prepared to learn something new every day. We do not hide from criticism or challenge and are honest about our shortfalls.

Caring & Supportive – We support our beneficiaries, partners, and each other. We want to see positive change through our work.

Our Five-Year Strategy (2020/21 to 2024/25) outlines three mutually reinforcing objectives for the coming years:

- Giving families on low incomes access to fresh fruit and vegetables
- Supporting healthy food economies in local areas
- Advocating for access to healthy food for all through an improved food system

[Our 5 Year Strategy - Alexandra Rose](#)

