

TRUSTEE RECRUITMENT 2026

TRUSTEE RECRUITMENT PACK

Help shape a strong, sustainable future for a local charity at the heart of Hounslow.



Hounslow Community FoodBox

Emergency food, essential items, support and signposting - delivered with dignity and respect.

WELCOME

Welcome from the Chair

Dear prospective trustee,

Thank you for considering becoming a trustee of Hounslow Community Foodbox.

Foodbox exists to relieve financial hardship by providing emergency food and essential household items to people in Hounslow and the surrounding area. We aim to offer practical support with dignity, respect and without judgement; where appropriate, we also help people find other services that may assist them.

This is a charity with a very direct connection to the community it serves. The need is real, immediate and, regrettably, continuing. Our work is made possible by a committed team of staff and volunteers, together with the generosity of local residents, businesses, community organisations and funders.

Trusteeship offers an opportunity to help shape and safeguard that work. Collectively, the Board is responsible for the charity's governance, financial stewardship and strategic direction. Trustees support and challenge the management team, oversee risk and ensure that Foodbox remains effective, sustainable and true to its charitable purpose.

We are looking for people who care about our mission and who will contribute actively to the Board. You do not need to have been a trustee before. We welcome applicants who bring relevant professional expertise, local knowledge or lived experience, as well as the curiosity and sound judgement needed to engage constructively with unfamiliar issues. We are particularly interested in strengthening the range of skills, backgrounds and perspectives represented around the table.

Being a trustee is a genuine responsibility, rather than an honorary position. It requires preparation, thoughtful participation and a willingness to share responsibility for the decisions the Board makes. It is also rewarding: trustees can see the practical difference Foodbox makes while helping a valued local charity become stronger and more resilient.

This application pack explains more about Foodbox, the role of the Board and what we ask of our trustees. I hope it will give you a clear and honest picture of both the opportunity and the commitment involved.

If our purpose speaks to you, and you believe you could contribute to the next stage of Foodbox's development, we would be delighted to hear from you.

With best wishes,

Holly Nessling

Chair, Hounslow Community FoodBox

chair@hounslowfoodbox.org.uk | +44 (0) 7859 038 509

ABOUT US

A practical response to hardship

Hounslow Community FoodBox was established in 2012 and began providing emergency food in 2013. It became a registered charity and Charitable Incorporated Organisation in 2016.

Our charitable purpose is the relief of financial hardship. We provide emergency food, essential toiletries and household items to individuals and families in need, and can also provide support or signposting to relevant information and advisory services.

FoodBox works with referral partners across the borough and with a wide network of residents, community groups, businesses and supporters. The service has developed in response to changing local need while retaining a simple principle: practical help should be offered confidentially, respectfully and without judgement.

Food alone cannot resolve poverty. It can, however, provide breathing space at a difficult moment while other financial, housing, health, family or employment issues are addressed. That is why strong relationships with other local services matter.

AT A GLANCE

2012

FoodBox established

2016

Registered charity and CIO

1170666

Registered charity number

Hounslow

Primary community served

OUR PURPOSE

“To relieve financial hardship by providing emergency food and essential items, together with support and signposting where appropriate.”

Plain-English summary of FoodBox's charitable objects.

Our Board of Trustees

Holly Nessling Chair	Chris Muir Vice Chair
Unsa Chaudri Treasurer	Marcela Benedetti Trustee - community leadership
Jennifer Prain Trustee - fundraising	

WHAT THE BOARD DOES

- Sets and reviews FoodBox’s strategic direction and ensures activity remains focused on its charitable purpose.
- Oversees finances, risk, safeguarding, governance and organisational sustainability.
- Supports and constructively challenges the management team, while respecting the distinction between governance and day-to-day management.
- Makes significant decisions collectively and shares responsibility for those decisions.
- Acts as an ambassador for FoodBox and helps maintain the confidence of clients, volunteers, partners, funders and the wider community.

A note on Board diversity

We want the Board to reflect a broad range of skills, backgrounds and perspectives. We welcome professional expertise, local knowledge and lived experience, including from people who have not previously served as trustees.

What trusteeship involves

TIME & PARTICIPATION

- Around 1.5 days per month as a guide.
- Monthly Board meetings, normally in the evening.
- Participation in committee or working-group activity, typically quarterly.
- An annual Board away day.
- Attendance at relevant FoodBox and fundraising events.
- Trustees are expected to attend at least 80% of Board meetings.

APPOINTMENT

- Trustees are members of the Board and have full voting rights.
- Appointments are for a maximum term of three years.
- Trustees may be reappointed in accordance with the Constitution.
- Board meetings are held in Brentford and/or online.
- The role is unpaid; reasonable expenses may be reimbursed in line with FoodBox policy.

YOUR CORE RESPONSIBILITIES

- Prepare for and participate actively in Board meetings and collective decision-making.
- Understand FoodBox's purpose, governing document, priorities and operating context.
- Use your judgement and experience to support, question and challenge constructively.
- Oversee performance, finances and risk without becoming involved in day-to-day management unless specifically agreed.
- Declare and manage conflicts of interest and maintain appropriate confidentiality.
- Promote high standards of integrity, inclusion, safeguarding and accountability.
- Contribute particular skills or knowledge where useful, while remaining responsible for the charity as a whole.

You do not need to have been a trustee before

ESSENTIAL QUALITIES

- A clear commitment to FoodBox's purpose and values.
- Good, independent judgement and the confidence to ask constructive questions.
- An ability to think strategically and consider the longer-term implications of decisions.
- Respect for different viewpoints and an ability to work collaboratively.
- Integrity, discretion and an understanding of collective responsibility.
- A willingness to learn about trustee duties and areas outside your own expertise.
- The time and reliability needed to prepare for and participate in Board activity.
- A commitment to equality, diversity and inclusion.

EXPERIENCE THAT MAY ADD VALUE

- Finance, audit or financial strategy
- Legal, governance or regulatory compliance
- Fundraising, income generation or partnerships
- Marketing, communications or public affairs
- Digital, data, technology or cyber security
- Human resources, organisational development or volunteering
- Operations, service delivery or risk management
- Health, wellbeing, nutrition or public health
- Community development, housing or poverty-related services
- Local knowledge or relevant lived experience

Trustee duties at a glance

The Charity Commission summarises six main duties for trustees:

- ensure the charity carries out its purposes for the public benefit;
- comply with the governing document and the law;
- act in the charity's best interests;
- manage the charity's resources responsibly;
- act with reasonable care and skill; and
- ensure the charity is accountable.

New trustees will be expected to familiarise themselves with Charity Commission guidance (CC3) as part of induction.

HOW TO APPLY

Interested in joining us?

1	2	3	4
Read	Talk	Apply	Meet
Consider this pack and the responsibilities of trusteeship.	Contact Holly if an informal conversation would help you decide whether to apply.	Send the requested application documents to the Chair.	Shortlisted applicants will be invited to discuss the role, their experience and what they could bring to the Board.

PLEASE SUBMIT

- An up-to-date CV showing your career and other relevant experience.
- A completed trustee application form explaining your interest in the role, relevant experience and the contribution you could make.
- A completed declaration form.

Declaration form: [Download the Hounslow Community FoodBox Declaration Form](#)

SEND APPLICATIONS TO

Holly Nessling

Chair of Trustees

chair@hounslowfoodbox.org.uk

+44 (0) 7859 038 509

ACCESS & ADJUSTMENTS

Please tell us about any reasonable adjustments that would help you participate fully in the application and interview process.

Applications will be considered only when the required documentation is complete.

FURTHER INFORMATION

Website: hounslowfoodbox.org.uk

General enquiries: info@hounslowfoodbox.org.uk | 07719 891787

Correspondence: Brickfield Community Centre, Brickfield Close, Brentford, TW8 8JN

Hounslow Community FoodBox is a Charitable Incorporated Organisation. Registered charity number 1170666.