



Newcastle Foodbank

Candidate brief for the appointment of our Treasurer



A Letter from the Chairman of the Board of Trustees



Dear Applicant,

Thank you for your interest in becoming a Trustee of Newcastle Foodbank and for considering how your skills, experience, and commitment could help support some of the most vulnerable people in our city.

Newcastle Foodbank is a charity rooted in compassion, dignity, and community. Since our establishment in 2013, we have grown from serving communities in Newcastle's west end to operating food distribution centres across the city. While our work has expanded significantly, our purpose remains unchanged: to provide practical support to people facing hardship and to work towards addressing the underlying causes of poverty and food insecurity.

Today, we are supported by a dedicated team of staff and an exceptional network of volunteers who deliver food distribution, welfare support, and advocacy services across Newcastle. Together, they ensure that people who turn to us for help are met with understanding, respect, and practical assistance during times of crisis.

We work closely with community organisations, local agencies, statutory partners, and supporters and the Trussell network, who share our vision of a city where no one is forced to go without the essentials.

In recent years, the cost of living crisis has increased demand for our services and highlighted the challenges facing many households. In response, we have continued to develop our services so that we can offer more than emergency food provision, helping individuals and families address the wider issues that contribute to financial hardship.

Our Trustee Board plays a vital role in guiding the charity's future. Trustees are responsible for setting strategic direction, ensuring good governance, maintaining financial stewardship, and helping the organisation achieve its charitable objectives.

While the role carries significant responsibility, it is also immensely rewarding, providing an opportunity to make a meaningful difference to the lives of people across Newcastle.

We are currently seeking to appoint a new Treasurer to join our Board. We are looking for an individual with the professional expertise, sound judgement, and commitment required to help oversee the charity's financial governance and contribute to our strategic ambitions over the coming years. You will be joining a committed and supportive Board that is actively engaged in shaping the charity's future and working collaboratively to achieve positive outcomes for those we serve.

We are committed to building a Board that reflects the diversity of our community and welcome applications from people of all backgrounds. Whether you are an experienced trustee or considering your first Board appointment, we will provide a comprehensive induction and ongoing support to help you succeed in the role.

If you share our values and believe your knowledge, skills, and experience can contribute to the continued development of Newcastle Foodbank, I encourage you to apply.

Thank you once again for your interest in Newcastle Foodbank. I look forward to hearing from you.

Yours faithfully,

Alison Walton
Chairperson
Newcastle Foodbank

About us

Newcastle Foodbank was established in 2013 to help people in Newcastle's west end to cope with hunger in the face of austerity. Today it is a lifeline and a sanctuary from worry for thousands of people across the city experiencing crisis. A place where help comes with a cup of tea, a warm smile and a listening ear.

The Foodbank is also known for the kindness of its people – not least the compassion of its volunteers and staff and the generosity of the public who support their community. It is shown in the civic pride shown by Newcastle United fans who donate money and food outside St James' Park every match day in support of our work in the city.

At its simplest, Newcastle Foodbank is a community that stands with its neighbours. The parent who skips meals to feed their children, or the person in crisis who shows the courage to ask for help. It is an expression of the values long held by the people of a proud city – including compassion, solidarity and social justice.

Every year we support thousands of people in Newcastle with emergency food parcels to make sure they can feed themselves and their families, as well as offer affordable food through our Community Pantries. Through our 'Pathways out of Hunger' welfare programme, we also work to ensure people are receiving all the support to which they are entitled, while working with partners to make sure people can access a wide range of services that will help them build resilience and stay out of poverty.

In the 13 years since Newcastle Foodbank was established, we have adapted and innovated in response to austerity, the Covid-19 pandemic and the continuing cost of living crisis. Yet while times have changed, many of the same challenges persist. We know that hunger in our city is not a short-term emergency that can be fixed with temporary relief, but the result of a chronic crisis of low incomes and deepening poverty, often underpinned by ill health, social isolation and disempowerment.

Recognising this, we have long embraced the need to be 'more than a foodbank', working with others and establishing innovative projects to provide holistic support. In our new strategy we aim to go further still. We will focus our energies even more on reducing the need for foodbanks in our city, while supporting people to pursue healthy lives, strengthen social connections and live with dignity.

Our Mission

To offer nutritious food and trusted support to people across Newcastle, creating pathways out of poverty, improving wellbeing and strengthening social connection.



Facts

Food distribution activities

The number of distribution centres (7) remained unchanged during the year. In addition, the Charity continued to provide regular food donations to Newcastle Central Mosque, enabling the Mosque to sustain its food service for the local community.

At 31st March, 21,000 food vouchers were fulfilled, supporting 3,920 individual households which contained 9,014 people who were beneficiaries, representing 5,859 adults and 3,155 children. Most households, 75%, made five or fewer visits for vouchers and food. The other 25% of vouchers and food supported more complex households who were frequent visitors to the Foodbank on multiple occasions during the year.

It took 255 tonnes of food to fulfil the food parcels issued at our distribution centres. Much of this food, 125 tonnes, was received in donations from members of the public, churches, schools, the business community and supermarkets. The Charity is grateful for the food donations received as they are a vital resource which enables the Foodbank to fulfil its objectives and activities. However, rising living costs means fewer people can afford to donate, leading to shortages in the supplies that the Charity needs to meet the demands for its services. As a result, a further 121 tonnes of food was purchased from suppliers by the Charity at a cost of £170k. In total, the Foodbank issued food with a combined worth of £317k in this period.

During this year, the Charity's Community Pantry hosted some 6,200 member visits in three locations across Newcastle.



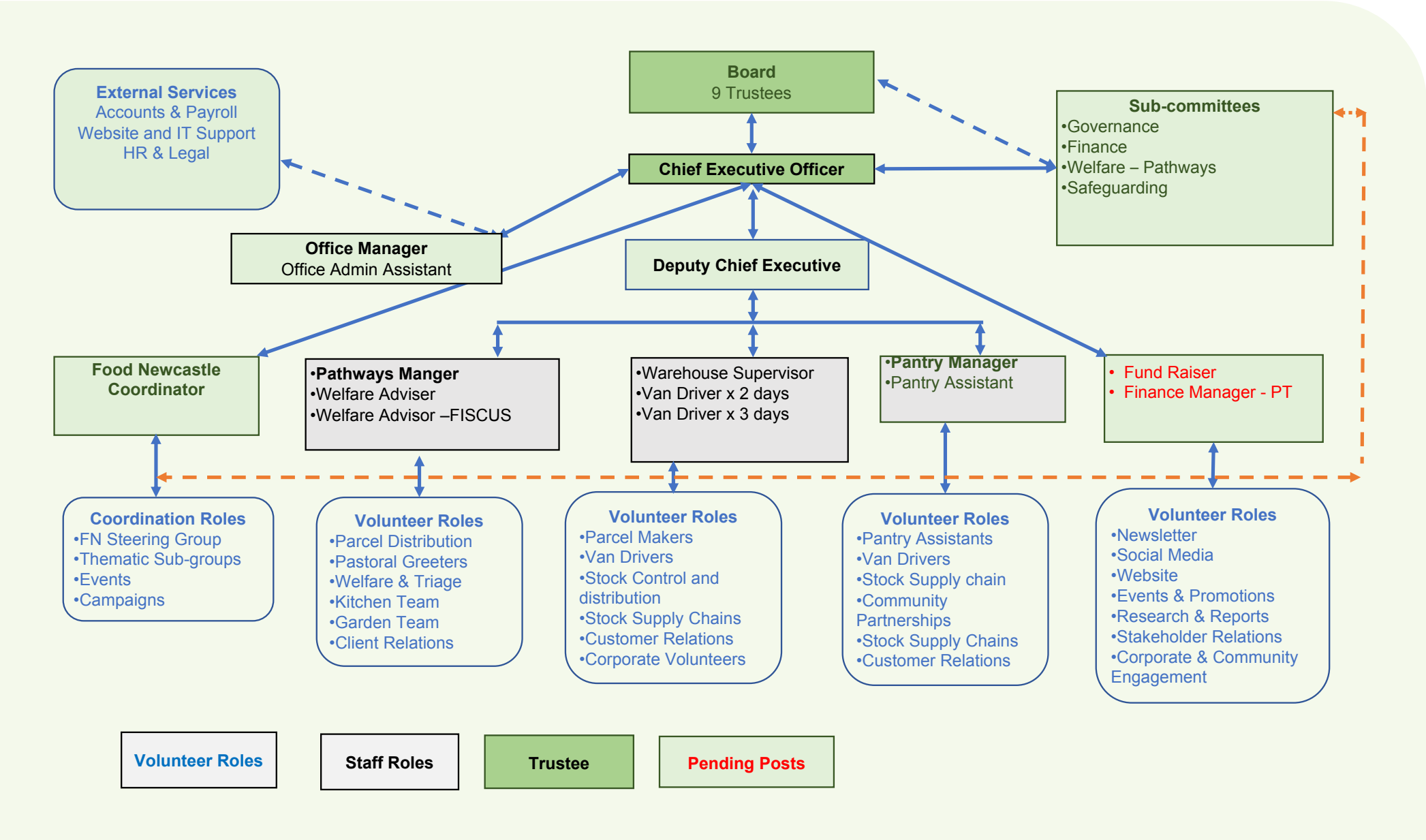
Welfare support

The Charity's welfare project, Pathways Out of Hunger, provides a triage service that is delivered in partnership with other agencies and is designed to offer people tailored assistance and guidance on money matters. The project aims to ease financial hardship and in doing so reduce the need for someone to visit a foodbank. It does this by supporting the client in identifying and addressing the underlying causes of financial insecurity, where practicable.

In this period, 2,500 individual clients were helped by Pathways. Each person often presents with one or more cases or enquiries to be addressed. The number of cases and enquiries handled was 7,600 relating to multiple issues that individuals reported as adversely affecting their lives. Pathways is an integral part of the Newcastle Foodbank services and is there to help people address a variety of issues, with lowincome reported as the most common reason for seeking assistance.

The Pathways project generated verified financial gains in the year of £684k for clients. These outcomes provide people with additional income for essential living costs and lessen their dependency on food bank assistance.

Organisational chart - July 2026



Treasurer role description

The role of the Charity's Treasurer is to maintain an overview of the organisation's financial affairs, ensure its financial viability and adherence to the Charity's financial policies and accounting procedures. This includes working with the Chairperson and Chief Executive to ensure proper financial records and procedures are maintained. The Treasurer will Chair monthly meetings of the Charity's Finance Committee and prepare finance reports, budgets and scrutinise quarterly Management Accounts before presentation to the Trustees' bi-monthly meetings. Other activities of the role will require providing financial guidance to the Management team on banking, income generation, expenditure, VAT, audit, preparation of annual accounts, along with their submission in compliance with Charity Commission guidance.

In addition to the general responsibilities of a Trustee, duties of the Treasurer include the following.

- Leading on the Board of Trustees' duty to ensure that proper accounting records are maintained and that financial resources are controlled, invested and spent economically in line with good governance and legal and regulatory requirements
- Keeping the Board of Trustees informed about its financial duties and responsibilities
- Overseeing the preparation of accounts and financial statements
- The preparation of annual budgets
- Advising on the financial implications of the Charity's strategic plans
- Leading the development and implementation of the Charity's financial reserves policy
- Preparing and presenting financial reports on the Charity's quarterly accounts, financial statements and budgets to the Trustees at their bi-monthly meetings and drawing attention to important points in a coherent and easily understandable way
- Monitoring the Charity's cash position and the treasury management of cash balances to ensure that the financial resources of the Charity meet its present and future needs as a going concern
- Contributing to the fundraising strategy of the organisation
- Ensuring that the Charity has an appropriate investment policy and monitoring the organisation's investment activity to ensuring that it is consistent with the Charity's policies and legal responsibilities
- Liaising with designated staff and volunteers about financial matters
- Acting as the Board-level liaison with the external auditors on specific issues, including the Auditors' Management Letter and preparation of related Trustee representations
- Ensuring that the Charity's financial statements are prepared and disclosed in the form required by funders and the relevant statutory bodies including the Charity Commission
- Submission of the Charity's annual return and financial statements to the Charity Commission
- Acting as an authoriser of Charity electronic payments
- Contribute to annual payroll review proposals



Person specification

In addition to the person specification for a Trustee, the Treasurer should have the following qualities.

Essential

- Qualified accountant and a track record in senior financial management
- Experience of charity finance, fundraising and pension schemes
- Expertise to analyse proposals and examine their financial consequences
- Ability to prepare detailed financial reports and make recommendations to the board
- A commitment to be available to staff for advice and guidance on an ad hoc basis
- The postholder should be flexible and available to meet during working hours (mainly online)

Desirable

- Experience of the North East business and charity sector networks



Commitment

The Finance Trustee role requires an average commitment of approximately 1.5 days per month across the year which can be performed in a remote and flexible manner, in addition to the general responsibilities of a Trustee (Approx. 40hrs pa).

Monthly

- Chair the Finance Committee in line with its terms of reference

Quarterly

- Assist Charity Administrator with analysis of transactions and preparation of key accounting information necessary for the preparation of management accounts, including analyses of deferred and accrued income
- Review management accounts prepared by the external accountants and summarise key information for Finance Reports to Board
- Review and approve VAT returns prepared by external accountants

Bi-monthly

- Prepare Finance Report to the Board of Trustees on the Charity's financial position and performance

Annually

- Oversee budget preparation in conjunction with the Chief Executive Officer and Charity Administrator, and the preparation of narrative notes for the Board of Trustees
- Oversee the preparation of the annual financial statements in line with Charity Commission requirements and present these to the Board
- Oversee submission of Charity Commission Annual Return in line with reporting requirements
- Approval of Gift Aid returns to HMRC



How to apply

We are inclusive, supporting different perspectives to drive innovation.

We are constantly looking to improve the diversity of our organisation and invite applications which reflect the diversity and demographics of our community including applications from BAME, LGBTQ communities and those with a disability.

Key dates for interview

Closing date for interviews, Friday 14th August.

Interviews will take place in August/September.

Castle Peak Group is acting as our retained consultancy on this appointment. Candidates should apply by emailing a full cv and covering letter to James Carss at james.carss@castlepeak-group.com





James Carss
Chief Executive Officer
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