Bristol Food Network CIC is seeking new Board Members

The Board of Directors of Bristol Food Network CIC are seeking new volunteer members to support its work.

About Bristol Food Network

Bristol Food Network (BFN) supports, informs and connects stakeholders across Bristol who have an interest in making our food system more sustainable, just and resilient. We are a Community Interest Company (CIC) that has been engaging and working with diverse food systems stakeholders in the city for over a decade and leading urban food policy.

We co-ordinate the Bristol Good Food 2030 Partnership and deliver food systems change projects to help achieve its goals. We also run the annual Get Growing Trail which opens up community growing spaces across the city to the public. We coordinated Bristol's Silver and Gold Sustainable Food Places Awards and the Bristol Independents campaign.

We have a small team of staff delivering a wide range of food systems work, comprising a General Manager, Comms & Engagement Coordinator, Content Coordinator, Partnership Manager and Impact Coordinator. The organisation's work is overseen by a group of four directors. Our current core programme is **Bristol Good Food 2030** - a city-wide collaborative programme, bringing together a diverse group of stakeholders to deliver a Good Food plan for Bristol to 2030. The communications programme supports the delivery of these plans, as well as the organisation's wider aims of growing Bristol's 'good food movement'.

Who we're looking for

We are looking for new members to join our Board who are:

- Are passionate about fair access to good food and community wellbeing
- Want to help shape Bristol's good food future through inclusive collaboration
- Bring perspectives, skills or lived experience that may not yet be represented on our board

You don't need previous board experience to apply for this position. Taking on a board position can help you to develop specific professional skills or help you to make an impact in your community. You will be supported via an onboarding process to contribute confidently.

We are especially keen to hear from candidates with experience (professional or voluntary) in one or more of the following areas:

- Community work, grassroots projects or organising
- Fundraising
- EDI (Equity, Diversity and Inclusion)
- HR
- Organisational development

- Community engagement and participatory processes
- Effective communications campaigns, particularly in the environmental or social sectors
- Climate change or sustainable food systems
- Diet-related health

Our network is rooted in connecting with many different communities across Bristol and beyond, and we recognise that diverse perspectives strengthen our work. We particularly welcome applications from candidates who are from communities that are often under-represented in climate change/nature, health or food systems work and those who have lived experience of inequity linked to our food system (for example access to healthy, affordable food or access to green space).

What to expect from the position

- Approx. **6 hours per month** in a voluntary capacity (reasonable travel expenses can be covered)
- Attend **monthly board meetings (typically 1.5 hours in person or 1 hour online in rotation)** in central Bristol. If this isn't possible for you, let us know in your application
- Board director duties are voluntary. There is a potential to take on additional paid work to support the organisation as and when the opportunity arises
- Key activities will include:
    - attending meetings (currently monthly), and reading papers in advance of meetings
    - participating in other tasks that arise from time to time, such as attending external meetings as an advocate or assisting with reading or drafting strategy documents or fundraising bids
    - keeping informed about the activities of the organisation and wider issues which affect our work

Bristol Food Network has a Memorandum of Association which sets out requirements for appointing Directors of Bristol Food Network C.I.C. Limited by Guarantee, procedures for Board meetings and powers of Directors.

According to this document, the duties and responsibilities of Directors are as follows:

- Ensure that the organisation complies with its governing documents, company law and other relevant legislation or regulations
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure the financial stability of the organisation and that it applies its resources exclusively in pursuance of its objects
- Give strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and ethos of the organisation
- Ensure the effective and efficient administration of the organisation
- Monitor performance of the staff team based on regular management reports
- Participate in strategic planning sessions with other Directors
- Declare any conflicts of interest while carrying out the duties of a Director

- To make sure the organisation is properly insured against all reasonable liabilities
- To be an active board member and company director, maintain collective responsibility with co-directors for the governance and strategic direction of the organisation, including attending board meetings and taking an active interest in the operations of the organisation.

In addition to the above duties, each board member should use any specific knowledge or experience they have to help the board reach sound decisions. This will involve scrutinising board papers, participating in discussion on key issues, and providing advice and guidance requested by the board on new initiatives or issues, about which the member has expertise and knowledge.

Board members are expected to display integrity, a commitment to the organisation and its objectives, an understanding and acceptance of the legal duties, responsibilities and liabilities of being a Director, a commitment to devote the necessary time and effort to their duties, good judgment, a willingness to speak their mind and to work effectively as a member of a team.

How to apply

- Please send a CV (maximum 2 pages) and covering letter (maximum 2 pages) to recruitment@bristolfoodnetwork.org (no deadline - currently taking applications on a rolling basis). Or if you prefer, send us a two-minute video in place of a written covering letter.
- We are happy to consider reasonable adjustments that candidates may need during the selection process. Please contact recruitment@bristolfoodnetwork.org if you would like to discuss this.
- Be sure to include how your experience could be useful in this position and what makes you tick
- Please complete an Equal Opportunities Monitoring form and return this with your application.

Selection process

- Shortlisted candidates will be invited to meet one of the existing directors for an informal chat. If both parties wish to proceed further, an invitation to our next lunch time board meeting to meet the full Board would be offered. There may be additional one-to-one online meetings either before or after the board meeting.