

Wellbeing Director

Role Description



Role type: Non-remunerated

Contract type: Permanent

Time commitment: You will be expected to dedicate one or two days per month to Empty Kitchens, Full Hearts (spread across the month). The Executive Committee meets monthly. The Board meets four to six times a year. You may be required to attend ad hoc Executive Committee Meetings and Board Meetings should the need arise.

Reports to: The Chief Executive

Line manager to: The Wellbeing Team Leader

Role specification

The role is as an Executive Director of Empty Kitchens, Full Hearts, and specifically a member of the Executive Committee and the Board of Directors.

The role is more specifically to give oversight to the wellbeing and accessibility needs of Empty Kitchens, Full Hearts.

Key responsibilities of all Directors:

The Empty Kitchens, Full Hearts Board is responsible for overseeing the business. This includes organising and directing the affairs of Empty Kitchens, Full Hearts for the benefit of its service users and other stakeholders.

The Board has collective responsibility for:

- Complying with the applicable rules and regulations, Articles, and other relevant statutory requirements
- Adding value to, and promoting the success of the Organisation
- Exercising independent judgement
- Exercising reasonable skill, care, and diligence
- Complying with relevant codes of conduct and accepted standards of best practice
- Setting the strategic direction, defining the business plan, ensuring management capacity and capability, and monitoring and managing performance
- Providing leadership within a framework of prudent and effective controls
- Safeguarding values and ensuring EKFH's obligations to its key stakeholders are met
- Maintaining high standards of corporate governance
- Devoting sufficient time and attention to the role

- Ensuring the Board adheres to the full Terms of Reference of the Board, as set out in the Governance Framework of Empty Kitchens, Full Hearts, which may be updated from time to time.

In addition, the Executive Committee has collective responsibility for the day to day running of the Organisation, including:

- The hiring of staff
- The recruiting of volunteers
- Training of staff and volunteers
- Other staff and volunteer-related matters
- Day to day management of the finances of the Organisation
- Liaising with external partners to source donations
- Liaising with external partners to develop the business
- Ensuring service users are supplied with food packs
- Ensuring regulations are adhered to, including (but not limited to) Health & Safety and Data Protection

The Chair of the Board of Directors will ensure that you have an opportunity to express your own views at Board meetings. However, once decisions are made by the Board, they are owned by all Board members regardless of your personal views. When you speak on behalf of Empty Kitchens, Full Hearts, you must present the Board view. You are reminded that, if you cannot reconcile a Board decision with your own view, you should consider resignation.

Responsibilities of the Wellbeing Director:

In addition to the responsibilities set out above for all executive directors, the Wellbeing Director is also responsible for the following:

- Overseeing all wellbeing and accessibility aspects of Empty Kitchens, Full Hearts, including policies, strategic planning, budgeting, and compliance
- Provide advice and support in developing alliances and partnerships with other organisations
- Ensuring there are appropriate systems and processes in place to ensure we care for the wellbeing of all staff and volunteers, and meet any accessibility needs of staff and volunteers
- Advising on the wellbeing and accessibility implications of Empty Kitchens, Full Hearts' strategic plan
- Whilst the Board as a whole has collective responsibility for these matters, the Wellbeing Director is expected to take a more active role in such aspects
- Provide support and guidance to the other members of the Executive Committee and Board in respect of wellbeing and accessibility matters