

# FINANCE TRUSTEE

Candidate Information Pack 2024



# Welcome from outgoing Chair

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Thank you for your interest in joining Victim Support as a Trustee and member of the Finance, Audit and Risk Committee (FARC). I hope you enjoy learning a little bit more about us from this pack and by browsing our website. I would be delighted if this leads to you making an application.

This year we are proud to celebrate 50 years as the leading victims' Charity in England and Wales that supports people affected by crime and traumatic incidents. We provide personalised support to help people manage after crime and feel safer through a combination of dedicated specialist services as well as on-line support. We also inform victims of their rights and ensure their voices are heard throughout their support and beyond. We use the evidence from our experience of how crime affects Victims to influence stakeholders and policy makers to effect positive change. We are a wholly victim centric organisation - victims are at the heart of everything we do.

Victim Support is a substantial and important Charity. Last year we offered information and support to more than 730,000 people with more than 33,700 live chats and more than 23,600 calls to our 24/7 Supportline; over 140,000 people received specialist services from our dedicated skilled support workers, independent domestic abuse and independent sexual violence advisors and our volunteers throughout England and Wales. We are a truly independent organisation that delivers services both through local staff and volunteers embedded in the communities in which they live work, as well as nationally through services such as the National Homicide Service, our 24/7 Support line, our live chat service and our digital self-help platform, My Support Space.

Our services are delivered locally and nationally through competitively commissioned contracts and grants with regional Police and Crime Commissioners, Local Authorities and Government bodies across all crime types. We have a diverse workforce at all levels representative of the clients we serve and are committed to working in partnerships with other organisations where this can enrich our service propositions and reach into diverse communities. Our Trustee board includes those with lived experience.

In 2023 we recruited an exciting and impressive new CEO, Katie Kempen, who brings deep experience and passion for our cause. Earlier this year under Katie's leadership we launched our new strategy for 2024 to 2029 developed in partnership with our staff, clients, trustees and external stakeholders. It lays out the ambition and direction of the Charity for the next 5 years.

You would be joining, a dedicated board that is committed to supporting an incredibly talented executive team and amazing frontline staff to build a future where victims' rights are respected, their voices are heard and they feel well supported. You would also sit on the FARC which ensures the charity's finances and associated responsibilities are well run and appropriately scrutinised.

After 7 years as Chair, I can say that it is a most stimulating yet challenging and fast moving environment and a role that I have found utterly fulfilling and I will leave with the greatest respect and admiration for the senior management, staff and volunteers of this great Charity. I will hugely miss the role when I stand down. It would be great if you were to join us to continue our journey.

**Andrew Tivey, Chair**



# About us

Victim Support makes a profound difference to the lives of the people we support.

We provide free, independent and confidential support to people affected by crime or traumatic events, helping them move forward with their lives. We also work to understand the issues that victims and witnesses face and seek to bring about positive change.

***We are local*** ...our skilled local staff and volunteers are embedded in the communities in which they live and work.

***We are national*** ...we provide services for people across the whole of England and Wales.

***We are independent*** ...of the police, the government, local authorities, immigration services and the criminal justice system.

***We are inclusive*** ...and positively strive to meet the needs of different people taking deliberate action to create environments where everyone feels respected.

***We make a difference*** ...and ensure the quality of all our services through our continual improvement approach.



## Our purpose

We exist to support victims to move forward and bring change through their voice.

## Our vision

We are working towards a future where victims' rights are respected, their voices are heard, and they feel well supported.

## Our mission

We provide a range of specialist services for victims, witnesses and survivors that are tailored to individual needs and informed by evidence.

Our values drive the way that we work, deliver services and engage with each other and our partners, they show that I CARE: Integrity, Compassionate, Accessible, Resolute and Empowering.

## We will:

- Enable people to feel safer and more informed about strategies to reduce risk.
- Empower people to access their rights and entitlements.
- Listen with compassion, validate people's experiences and help people move forward.
- Support people to be heard and campaign for improvements in victims' rights.

For further information about how we are run, the types of crimes we cover and our geographical spread, visit our [website](#).

# Our strategy 2024 - 2029

2024 is our 50th year and we are excited by our new strategy which will take us to 2029. Building on the success of our previous strategy, which provided continued support to people affected by crime, our new strategy aims to not only continue this vital work but also drive systemic change for victims across England and Wales.

We have six strategic priorities:

<p><b>1</b> <b>Using our voice and influence</b> We will be a recognised, trusted and nationally prominent victims' voice. We will influence required reform at a national and local level.</p> 	<p><b>4</b> <b>Utilising our insight</b> We will make the most of implementing learning and insight from our services in order to provide the most efficient and effective services, and to articulate the best services and pathways for victims.</p> 
<p><b>2</b> <b>Enhancing our strengths</b> We will be ambitious leaders in our areas of strength in order to ensure that the highest number of victims can access the services that they need to move forward with their lives.</p> 	<p><b>5</b> <b>Supporting our people and culture</b> We will focus and unite on delivering for victims, recognised as an employer and volunteering opportunity of choice. We are an organisation where learning and improvement are at the heart of how people work and interact.</p> 
<p><b>3</b> <b>Delivering quality and innovation</b> We will embed a culture of quality and innovation, delivering victims' services of a high standard.</p> 	<p><b>6</b> <b>Reaching victims</b> We will be a well-run, financially stable organisation that effectively responds to the need for victims' services.</p> 

To read more about our strategy, please visit our [website](#).

# The role

## Overview of Trustee Role:

- Make sure that the needs of victims, witnesses and families affected by tragic events and crime are always at the centre of decisions taken by VS.
- Be an active and engaged member of FARC.
- Be an ambassador for VS and for our work.
- Help shape the strategic direction of VS.
- Make sure VS has policies in place that comply with current legislation and promote good practice.
- Make sure that staff, funds and other resources are used appropriately, and monitored effectively.
- Support the fundraising, income generation and outward facing activities of the charity.
- Spend time with our services, getting to understand their work and ensuring they know what the role of a Trustee is.
- Participate in the cycle of meetings and make sure that decisions taken at meetings are implemented.
- Attend training sessions, some of which are embedded into each Board meeting, to promote knowledge and professional development in the role of Trustee.



# Trustee specification

## Principal responsibilities of all Trustees:

- Be jointly and severally responsible for the management and administration of the charity.
- Act in the charity's best interests, manage the charity's resources responsibly and act with reasonable care and skill.
- Have a duty of care and prudence towards the charity. You shall agree annual work plans, scrutinise budgets and ensure the Charity is solvent and that robust financial controls and systems of risk management are in place.
- Appoint the charity's Chief Officer, ensuring that appropriate levels of remuneration for all staff are in place.
- Take decisions objectively and in the best interests of the charity and its beneficiaries. Trustees will declare any interests and appropriately manage any conflicts that may arise.
- Satisfy yourself of the integrity of financial information, ensure that appropriate financial accounts are kept and approve the charity's annual report and accounts.
- Review the work of the charity by monitoring its performance against agreed objectives and indicators.
- Promote and progress equality and diversity within the organisation.
- Continually develop your understanding of the charity and victim and witness issues.

## Role on FARC:

- Attend quarterly FARC meetings.
- Analyse, review and challenge budgets.
- Jointly with committee members' ensure the work plan set out in the FARC Terms of Reference is considered by the committee over the course of the year e.g. budgets, forecasts, cashflow, reserves, risk management, internal audit, annual report.

# Person specification

We are looking for a qualified accountant with financial experience in the Charity sector.

This person will sit on FARC, along with the Treasurer and other members of the Board.

- Charity sector finance experience in either a staff or Trustee capacity.
- A qualified accountant and someone who has operated in a senior capacity previously.
- Committed to developing your knowledge and understanding of how VS is run, including engagement work with local or national services.
- Committed to supporting and promoting VS's purpose, vision and mission.
- Understand and believe firmly in the work that we do and our values.
- Demonstrate strong leadership skills.
- A creative thinker who can help VS develop innovative new areas of work.
- Committed to supporting VS values and equality, diversity and inclusion policy.
- An active member of the board, committing the time and thought needed.
- Understanding of how a large organisation works.
- Experience or understanding of management.
- Experience of working or engaging with more senior members of an organisation (perhaps at Board or senior management level).
- Ability to analyse and interpret complex issues, creatively problem solve, and to constructively challenge where necessary.
- Ability to develop and maintain relationships with key people through excellent team working and communication skills.
- Respect for the diversity of colleagues and clients.
- Comply with relevant policies and procedures.



# Further information

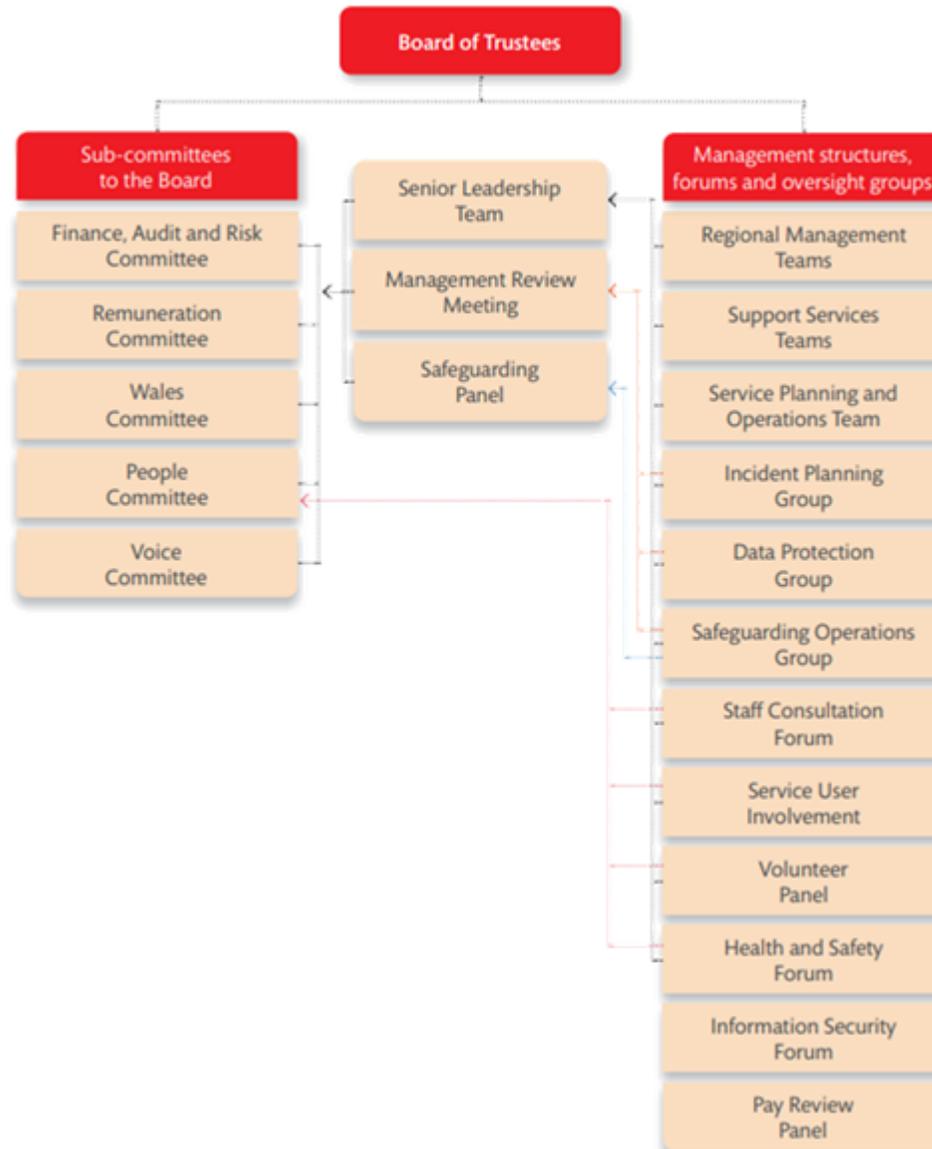
Time commitment for this role is around 1 day per month including:

- Four in person/online Board meetings (10:30-16:00) held in a variety of locations across England and Wales.
  - Four, two-hour, Finance, Audit and Risk Committee meetings (mainly held online).
  - One Strategy Day in person.
  - Visits to local offices or services as appropriate.
  - Attendance at occasional fundraising or networking events.
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- The successful candidates will need to declare their eligibility to be a Trustee and complete a DBS check.
  - They will be expected to declare any conflict of interest affecting board responsibilities and discussions both on appointment and prior to the relevant board and committee meetings.
  - The role is unpaid but reasonable expenses will be reimbursed.
  - Trustees are appointed for an initial term of three years. They may be re-appointed for a further period of three years.
  - All Trustees are individually and legally responsible for the charity they govern. If you would like to find out more about these responsibilities, click the [website](#) to read the the Charity Commission's helpful guidance.



# VS Board structure

## Governance structures



# How to apply

If you would like to apply for this fantastic opportunity, please provide the following with your application:

- An up to date CV with details of two referees (we will not contact them without your prior permission).
- A support statement (no longer than two A4 sides) which addresses how you meet the main criteria and explains your motivations for applying.



All applications should be sent to:

[applications@trustees-unlimited.co.uk](mailto:applications@trustees-unlimited.co.uk)

If you would like a confidential discussion about the role, please contact Melissa Baxter at Russam & Trustees Unlimited on:

[melissa.baxter@russam.co.uk](mailto:melissa.baxter@russam.co.uk) / 07789 985229

While not essential, we particularly encourage applications from individuals who are currently underrepresented on our Board, including those from LGBTQ+ communities, diverse racial and ethnic backgrounds, and people with disabilities.

## The next steps...

Closing date for applications: Monday 2nd September 2024

Interviews with Victim Support: Friday 13th September 2024 [online].

*We look forward to receiving your application.*