



Trustees.

Empowering victims of crime
to rebuild their lives.

Candidate information pack





Welcome from

James Angus Pow, Chair

Thank you for your interest in joining us at Victim Support Scotland (VSS).

As a leading charity in Scotland, we are dedicated to helping people affected by crime. By supporting victims, witnesses and family members, our service is independent, non-judgemental, confidential, and most importantly, free.

Many of us don't realise or consider the impact that crime, in all its forms, has on the victims, and through our information, practical help, emotional support and guidance we are able to empower people to cope with the aftermath of this significant life event. We are there to help people find the strength to move forward with their lives.

However, we do so much more than this, and by representing the voices of people we support and influencing key national policy decision-makers, we can champion victim and witness rights and improve available services.

It has been a great experience to work alongside others from the criminal justice agencies, the third sector and other organisations as we advocate for positive improvements within the criminal justice system;

knowing that with collaboration and partnership we are stronger and can influence and change policy and approach.

I am interested in hearing from talented and committed people who want to give some of their time to the Trustee positions. If you have a real passion for supporting our fantastic VSS team and can see how working together we can contribute to further developing a fair and just Scotland, then I would love to hear from you.

James Angus Pow, Chair



Who we are

Victim Support Scotland continues to be at the forefront of providing emotional, practical and financial support for anyone affected by crime.

What sets us apart from other support organisations is that we are available to everyone after crime, regardless of the type of crime, whether or not it has been reported to the police and how much time has passed since it happened. VSS prides itself in offering free and confidential services at the point of need for people affected by crime. Our services are available throughout Scotland, both in local communities and in the courts.

We balance our consistent approach with personalised packages of support specific to the needs of people whose lives have been disrupted through crime. VSS works alongside our partners to listen to the views and experiences of victims and witnesses. Our strength is our ability to take these views and experiences and to positively influence national policy decision making, advocating for a better justice system for all.

Though our core funding comes from the Scottish Government, we're independent from them and can therefore provide a critical lens to all that is happening within justice from a victims' perspective. We have a relatively small staff team of just over 100 employees who are supported by hundreds of volunteers. This team of dedicated, highly trained volunteers provide practical and emotional support to victims and witnesses across Scotland.

- **OUR VISION** is that people affected by crime – victims, witnesses and their families – are treated with dignity and respect and are at the heart of justice in Scotland.
- **OUR MISSION** is that all those affected by crime receive the high-quality support and care they need to move forward in their lives.



The future

Based on the solid foundations we have built for our organisation in previous years, 2021-2023 is the first half of our new strategy: Empowering people affected by crime 2021-2026.

VSS Strategy 2021-2026: Empowering people affected by crime – which will last for the duration of the next Scottish Parliament until 2026.

[Find out more](#)

As Scotland recovers from the coronavirus pandemic, we have a tremendous opportunity to think innovatively about how justice and support services are delivered. Our new strategy therefore focuses on four strategic priorities for all.

- **EMPOWER** people affected by crime by providing high quality, outcome-focused support and care to all who need it.
- **TRANSFORM** victims' and witnesses' experiences of the criminal justice system.

- **BUILD** productive partnerships aimed at improving the experiences of those affected by crime.
- **SUSTAIN** our impact by focusing all we do, in every area of the organisation, on making a lasting difference for people affected by crime.

Our relationships with our partners and colleagues in the justice and third sectors remain central to us delivering on our aims, as do our relationships with victims, witnesses and families across Scotland who have been affected by crime.

By listening to their experiences and views, we will be able to positively influence policy and legislation and better shape support services based on their needs.



Advertisement. Trustee.

Location - Scotland

Victim Support Scotland (VSS) continues to be at the forefront of providing emotional, practical and financial support for anyone affected by crime.

Our services are available throughout Scotland, both in local communities and in the courts. With a new strategy in place which will guide the organisation towards 2026 the organisation is building on solid foundations already established.

Whether an experienced Trustee or new to this position, you will have an interest in social justice, and regardless of the skillset you bring, it is your determination and commitment which will support this organisation to deliver its four strategic pillars.

We are seeking Trustees who can bring skills in Criminal Justice; Digital and IT; Finance; or Health.

Third sector experience would be beneficial, as would an understanding of governance and stewardship of organisations.

If you're excited to learn more, please contact email lynda.matheson@victimsupportsco.org.uk

Applications in the form of a tailored CV and covering letter, highlighting your skills and experience pertinent to the role, should arrive no later than **Friday 10th March 2023.**

Please note that the covering letter should be no more than 2 pages of A4 and should summarise your relevant skills and experience and motivations for applying for the role.

Interviews:

Stage 1: Thursday 23rd March 2023



Trustee. The Role.

Maintain open and transparent methods of selection for Board and Office Bearer appointments and that of staff at all levels.

Purpose: Use your skills and expertise to drive the strategy of VSS, ensuring all activity is in line with the charity's core mission and working collaboratively with other Trustees and the Chair. All trustees have legal duties and responsibilities under the Trustees' Charity & Investment (Scotland) Act 2005. See OSCR guidance Charity Trustee Duties.

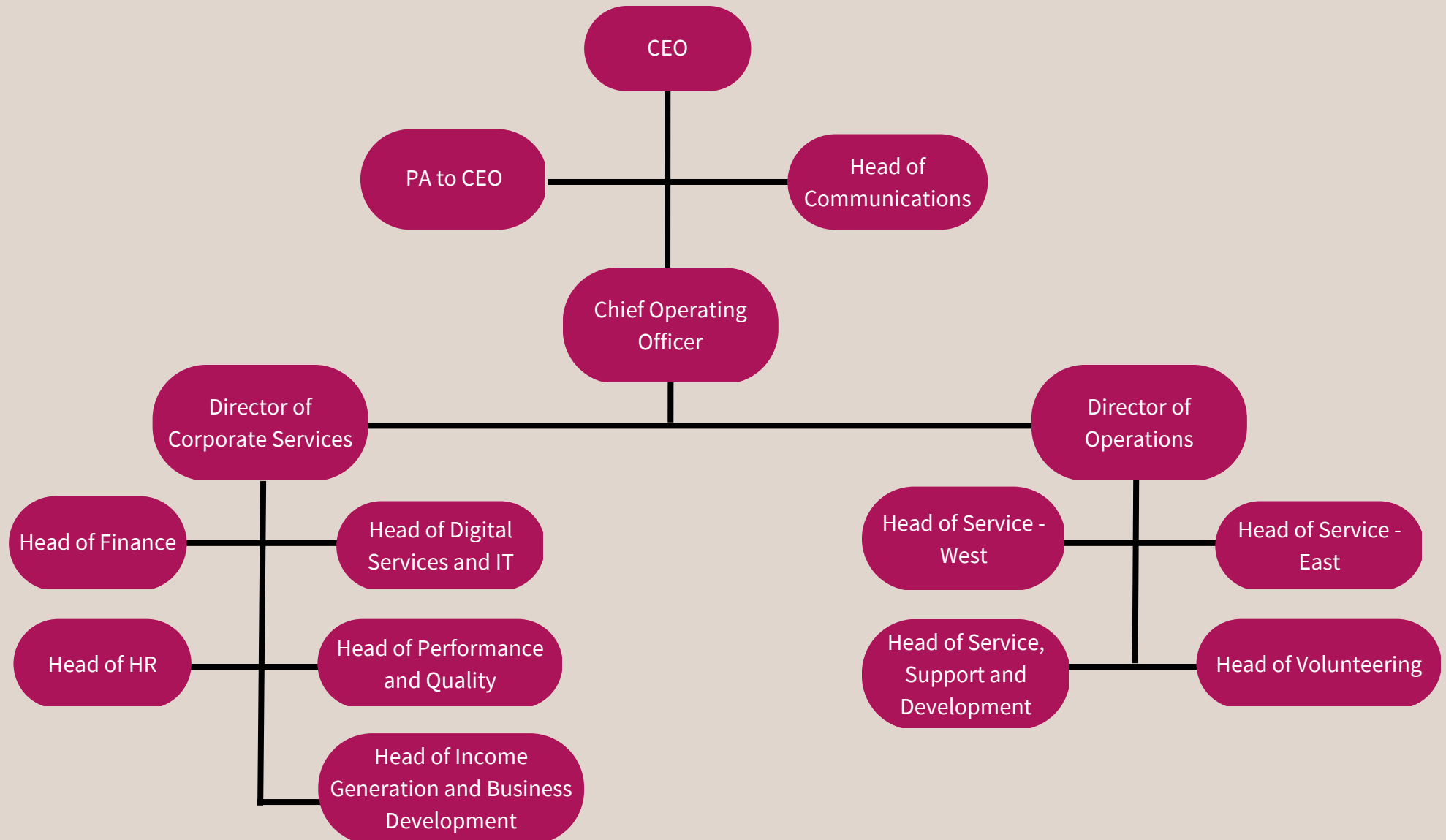
You will:

- Decide the organisation's strategic direction, mission and priorities.
- Take all reasonable steps to achieve the organisation's strategy, mission and priorities.
- Ensure that VSS complies with its governing documents, charity law and other relevant legislation.
- Ensure that the organisation is managed in accordance with the decisions of the Board and its strategic priorities, making effective use of resources. • Ensure that all staff, volunteers and members act in a manner consistent with the charitable purposes of VSS. • Scrutinise, evaluate and account for the organisation's performance

- Ensure that there is an effective risk management system in operation to safeguard the organisation's sustainability, financial and otherwise, and to protect its assets and reputation.
- Maintain open and transparent methods of selection for Board and Office Bearer appointments and that of staff at all levels.
- Regularly review the performance of the Board, the Chair and individual Trustees.
- Take appropriate disciplinary action as required in relation to any member who is in serious or persistent breach of that code.
- Always act in the interests of the organisation.
- To safeguard the good name and values of VSS.
- To adhere to the VSS trustee code of conduct.
- Adherence to Guidance for charity trustees as produced by OSCR.

Trustees will typically serve a term of three years, but can be eligible for reappointment by the Board.

Senior management team structure



VSS Committee structure

Executive Board

Responsibility for the governance of VSS in accordance with its constitution and its charitable purpose. Provides vision, leadership, guiding its strategic direction.

Finance And Audit Committee

Ensures the financial resources are managed effectively to deliver the objectives in the organisation's corporate plan and its mission.

Ensure the long-term sustainability and viability of the organisation with respect to financial matters Ensure that the Executive Boards fulfils its legal, compliance, ethical, and functional responsibilities.

Ensure adequate governance is in place.

MEETS X 4

People, Quality and Innovation Committee

Ensure quality and continuous improvement of services and processes including recruitment, induction, staff development and management of staff. Ensure robust safeguarding and compliance procedures and reporting mechanisms. Ensure quality and continuous development of new service delivery models. Ensure appropriate Board training programmes, monitoring of board activities and evaluation of board members' performance are in place.

MEETS X 4



Additional information

Time Commitment. There are four Executive Board meetings per year plus an Annual General Meeting.

In addition, trustees are expected to join a sub-committee (Finance and Audit Committee or People, Quality and Innovation Committee). Each sub-committee meets four times per year.

Each Committee has its own Chair, therefore there is no requirement for the Board Chair to be involved in Committee meetings. The Board Chair will meet the Chief Executive monthly, and be involved with pre-Board preparation.

Trustees are also expected to attend regular training and development sessions. The Board Away Day usually takes place in August, and there will be one full day and two half days of training and development sessions throughout the year.

Equal Opportunities

VSS is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.

To find out more about what we do as an organisation and our vision for the future, [click here](#) to watch a short video.



VSS - What we do and our impact