

Trustee Candidate Pack 2024

Empowering people
affected by crime

Join us and make an impact, one action at a time

 Victim Support Scotland



James Angus Pow
Chair

Welcome

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

Victim Support Scotland, the leading national charity supporting people affected by crime, is looking to recruit exceptional leaders to its Board. We are looking for high calibre individuals who are keen to govern an organisation driving transformation within the criminal justice system so that victims and witnesses have a vastly improved experience.

VSS is dedicated to helping people affected by crime. We provide information and support to 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.

Through the information, practical help, emotional support and guidance we offer, we are able to empower people to deal with what can be significant life events. We are there to help people find the strength to move forward with their lives.

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

It has been a great experience to work alongside partners from 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, from a whole range of diverse backgrounds, who want to give some of their time and expertise to the Trustee positions.

If you can see how working together we can contribute to further developing a fair and just Scotland, then please get in touch.

A handwritten signature in blue ink, appearing to read 'JAP', enclosed in a blue oval shape.

James Angus Pow, Chair

Who we are

Victim Support Scotland continues to be at the forefront of providing emotional, practical and financial support for people 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 in our ability to take these views and experiences, and to positively influence national policy decision making, advocating for a better justice system for all.

Although our core funding comes from the Scottish Government, we are an independent charity. We can therefore provide a critical lens to all that is happening within justice from a victims' perspective.

Our staff team of just over 100 employees are supported by hundreds of volunteers. This team of dedicated, highly trained volunteers provide practical and emotional support to victims and witnesses across Scotland.



The future

Our current strategy has laid solid foundations for 2024 and beyond: Empowering people affected by crime 2021-2026

Scotland has a tremendous opportunity to think innovatively about how justice and support services are delivered.

Our current strategy therefore focuses on four strategic priorities.

- **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.



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.



As an organisation that exists to support and empower individuals affected by crime, Victim Support Scotland believes it is essential for victims of crime to have their voices heard at all levels, including our Board of Trustees.

Importance of lived experience

Emergency Assistance Fund:

Through VSS Emergency Assistance Fund and over the course of the year, £404,405 worth of goods and services were disbursed to support 1,442 people affected by crime across Scotland. People benefiting from the fund were in urgent need of financial help as a direct result of what they have experienced, and where they have no other access to funds.

We had additional referrals from over 111 partner agencies or stakeholders. The Fund can cover include a whole variety of good and services, including:

- Emergency household goods
- Food, utility, or clothing expenses
- Costs to repair or replace damaged property or goods
- Contributions to funeral costs
- Moving costs
- Travel costs to a place of safety
- Security equipment costs

The Emergency Assistance Fund is also available for some people who live outside Scotland and who have been a victim of crime that happened in Scotland.

Greg called the police after his partner returned home drunk and began to break doors, cupboards mirrors, and crockery after a heated argument, during which Greg was assaulted.

His partner was told by police not to return to the shared property or contact Greg. However, as the two of them split the costs of living, Greg was now left to pay for all the repairs and the full rent, with no way of contacting the partner. As a result, Greg's finances were heavily impacted due to the crime.

“I spoke to a VSS volunteer, and they completed an Emergency Assistance Fund application to cover the cost of rent backdated to the date of the incident.

Thankfully, this was approved, and it gave me the space to sort out my finances and look for somewhere else to live that I afford on my own.”



OUR MISSION is that all those affected by crime receive the high-quality support and care they need to move forward in their lives.

Exceptional leadership

VSS is looking to recruit high calibre individuals who can bring key strategic skills and a track record of making an impact in:

- Strategic planning
- Strategic communications and business development
- IT and digital
- Health

We would value someone with lived experience of being affected by crime being on our board.

We are also looking to increase the diversity of Board members. We particularly welcomes individuals from all backgrounds, cultures, and communities to apply for trustee positions, as we believe that a diverse board enhances our ability to provide effective support to victims representative of our communities.

Whether an experienced Trustee or new to this position, you will have an interest in social justice. We welcome your determination and commitment to support us to deliver our strategy.

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

VSS is looking for committed individuals who will fully engage with the organisation and the role. The minimum term for appointment is three years.

Time commitment:

- Four board meetings a year
- Four sub-committee meetings a year
- Annual strategic board away day
- 3-4 trustee training sessions a year
- Attendance at VSS events (e.g. Victims' Awareness Week events, annual conference and 40th anniversary celebrations in 2025)
- Preparation for meetings, reading papers and reports and asking questions in advance.

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.

Your unique experiences, perspectives, skills and experience at a strategic level are valuable assets in helping us create a more inclusive and responsive organisation.

VSS Committees

Executive Board

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

Meets four times per year in addition to the Annual General Meeting

Meets four times per year and during 2024 in June, September and December.

People, Quality and Innovation Committee

Ensures 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.

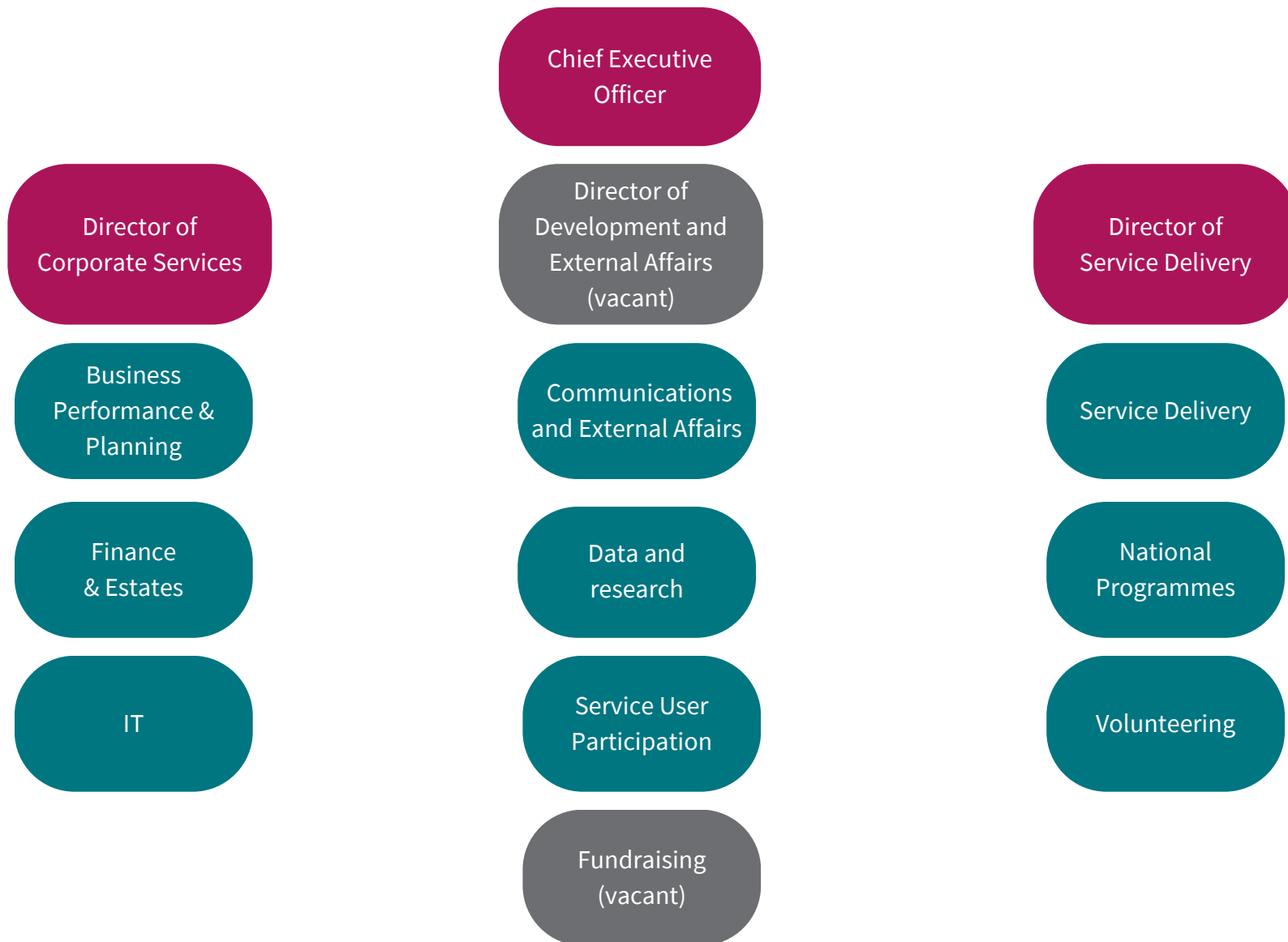
Meets four times per year and during 2024 in May, August and November.

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 fulfil its legal, compliance, ethical, and functional responsibilities. Ensure adequate governance is in place.

Meets four times per year and during 2024 in May, August and November.

Organisational structure



The Role

We are looking for exceptional leaders who are ambitious for change to improve victims' and witnesses' experiences.

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 serve a minimum term of three years, but can be eligible for reappointment by the Board



Join us in making a meaningful impact on the lives of the people we serve

How to apply

Information Session

Changing the Chemistry will be hosting an online information session from 5.30 - 6.30 pm on Monday 22 April 2024.

This is an opportunity to hear from current Trustees as well as VSS CEO and ask questions about the role.

Please find the EventBrite invitation for this session:

<https://www.eventbrite.co.uk/e/victim-support-scotland-board-recruitment-information-event-hosted-by-ctc-tickets-877291902697?aff=oddtcreator>

This session will be recorded and available to view after this date.

Interviews:

Stage 1 interview: Friday 17 May 2024

Stage 2 interview: Friday 31 May 2024

How to apply

Applications are welcomed in the form of a tailored CV and covering letter. Covering letters should be no more than two pages of A4 in length and should summarise your relevant skills, experience and motivations for applying for the role.

If you have any further questions, or to submit your application please contact:

kim.fraser@victimsupportsco.org.uk

Applications should arrive no later than 12 noon on Monday 6 May.



Victim Support Scotland

is a Scottish Charitable Incorporated Organisation,
registered in Scotland SC002138.
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