



# CARE OF POLICE SURVIVORS (COPS)

*'Rebuilding Shattered Lives'*

Chief Executive

## Job Description and Person Specification

Care Of Police Survivors (COPS) is seeking to appoint a Chief Executive to lead the charity through the next stage of its development.

### **Introduction to COPS**

Established in 2003, Care Of Police Survivors is a national charity which supports the families of police officers and police staff who have lost their lives in relation to their duty. Focusing on peer support, the charity provides families with the practical and emotional support to rebuild their lives following the death of their officer.

**Our vision:** All families and partners of police officers and police staff who have lost their lives in relation to police duty have available to them the full support they need, for as long as they need it, to cope with the trauma of such a death.

**Our mission:** To offer peer support and access to professional services to help families rebuild their lives following the death of their police officer or member of police staff.

### **Our values:**

- Inclusive:** We welcome to COPS all families from all backgrounds, ethnicities, geographies, cultures and circumstances.
- Supportive:** People have different needs at different times. We support all families as we can in a way that works best for them.
- Empathetic:** Each family is different. We work to understand their feelings and circumstances so that we are best placed to support them
- Thoughtful:** Providing excellent support requires thought in word and deed in everything we say and do
- Passionate:** We will champion the needs of families to ensure that the sacrifices of their loved ones are acknowledged and remembered

### **Context of the role:**

In April 2015, the Trustees appointed COPS first Chief Executive. Following the incorporation of the charity and the development of a clear strategic direction, a robust organisational structure and supporting policies, we are seeking a new Chief Executive to lead the charity through the next stage of its development.

We need an experienced leader and manager who is ready and able to give leadership across the charity to take it through the next stage of its growth and development.

Prior to 2015, for the first 12 years of its existence COPS had been a largely volunteer run and led organisation, providing peer support by beneficiaries for beneficiaries. The benefits of mutual support in varying circumstances have been well documented. As the enormously positive impact for families of COPS work became more widely known, the charity grew in both beneficiaries and revenue, making the operational model of the charity unsustainable.

Led by the outgoing CEO, the charity has largely resolved these challenges, leaving an organisation with:

*Supporting the families of police officers who lost their lives on duty – [www.ukcops.org](http://www.ukcops.org) T:01543 410790*

*Patron: Sir Keith Povey QPM BA -Registered Charity No 1101478 Scottish Charity No SC038541*



- a clear strategic direction and purpose focused on the enabling the peer support of families who have lost police officers, providing support for several hundred families
- a robust and effective operational and governance structure involving trustees, staff, beneficiaries and supporters
- a small, dedicated and confident staff team
- a secure income stream in excess of c£400,000pa ensuring financial viability of charity's operations

The next stage of COPS organisational development will take the charity into new partnerships for both delivery of support services and engagement of existing and future potential beneficiaries. This growth in what we do will be matched by the progress we make towards best practice, with a specific focus on implementing best practice in resources and finance.

For an informal and confidential conversation about the role, contact Richard Kotulecki, Chief Executive on 01543 410 790.

**Application process:**

If you would like to apply for this role, please send the following:

- An up to date CV
- A supporting statement demonstrating how you meet the criteria as set out in the person specification and outlining why you are interested in working for COPS

Please submit your completed application to [richard.kotulecki@ukcops.org](mailto:richard.kotulecki@ukcops.org) to arrive no later than 9am on Tuesday 23 January 2018.

First interviews will take place in the week commencing 5 February 2018.

Second interviews will take place in the week commencing 19 February 2018.

Please state in your application whether you have any commitments during the interview period that may coincide with these dates.



<b>Job title:</b>	<b>Chief Executive (Part-time, 0.5FTE)</b>
Reporting to:	Board of Trustees
Location:	Lichfield
Salary:	circa £50,000pa pro rated to 0.5FTE (£25,000pa actual)
Hours:	20 hours per week (some evening and weekend work will be required)
Job purpose:	<p>Provide leadership in delivering the charity's strategy, working with the Board of Trustees to do so</p> <p>Provide leadership across all operational areas of the charity including beneficiary and volunteer support, engagement &amp; communications, fundraising and finance &amp; resources</p> <p>Provide leadership in ensuring the legal compliance of COPS</p> <p>Communicate regularly and report accurately to the Board of Trustees (and as appropriate other stakeholders) on the progress of the organisation and on all matters relevant to the discharge of their responsibilities</p>

### **Key responsibilities:**

#### **Leadership and Management**

Provide information for regular Board updates ensuring Trustees are kept up to date with charity activity between quarterly meetings

Represent management at the Board of Trustees, COPS Council and COPS Business Development Board

Manage the COPS Council and COPS Business Development Board

Working with Trustees, and as appropriate other stakeholders, lead the development and delivery of COPS strategic plans

Lead and support the staff team to develop and implement effective operational plans

Take an active role in managing the charity's operations, including beneficiary and volunteer support, engagement & communications, fundraising and finance & resources

Ensure the charity's finances and resources are managed in accordance with agreed best practice and regulatory guidelines

#### **Additional:**

Keep up to date with developments in financial and resource management, legislation, codes of practice and good standards

Comply with legislation, regulations, policies and procedures

Undertake any other tasks reasonably required



## **Person Specification:**

### **Knowledge and experience:**

Educated to degree level (or equivalent experience)

Extensive experience in leading, coaching and motivating people and teams and of effective delegation

Experience of leadership and operational reality within a small charity

Expert knowledge and understanding of strategic, operational and financial reporting in small and medium organisations

Experience in monitoring, analysing and reporting on an organisation's activity, outcomes and impact

### **Skills and abilities:**

Systematic in planning and executing strategies to achieve best possible organisational outcomes

Naturally innovative with a keen determination to learn from the experience of others and apply new ideas to intractable problems

Strong at prioritising and helping others to do so, providing calm and mature leadership in the context of a busy and dynamic environment

Able to lead effective meetings with internal and external stakeholders

Confident presenter and communicator, able to act as an ambassador and comfortable addressing and tailoring messages for different audiences

Well organised with high attention to detail and ability to lead others to achieve the same standards

Fully IT literate with a passion for discipline in both recording and analysing data

### **Behaviours**

Approachable – is open minded and values diversity

Takes responsibility for organisational strategy

Willing to get involved in the charity's business at all levels (rolls up sleeves and gets stuck in)

Shows empathy, tact and diplomacy with the charity's beneficiaries and other stakeholders

Enjoys leading and working with very small teams

Willing and able to travel and to work evenings and weekends as required