



# CARE OF POLICE SURVIVORS (COPS)

*'Rebuilding Shattered Lives'*

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## Survivor Trustee Information (2017 Update)

### **COPS is looking to appoint a Survivor to join the Board of Trustees**

In the last 18 months, the charity has focussed on ensuring that it has in place the right foundations to grow, develop and provide the most effective support for survivors. By the end of 2017 and as detailed in the three-year plan, these foundations will all be in place. To help take the charity forward towards 2020 and beyond, COPS is looking to appoint a Survivor (a charity beneficiary) as a trustee to join the Board of Trustees in spring 2017.

The Board of Trustees has overall legal responsibility for the charity – making sure that it delivers on its charitable objects and achieves its aims as detailed in the strategic plan. COPS is looking for an individual who can combine his/her experience of being a Survivor with the responsibilities of Charity Trustees as specified by the Charity Commission.

### **Role and Person Specification**

The role of Trustees and the Board of Trustees (as defined by the Charity Commission) is to perform 6 main duties:

- To ensure the charity is carrying out its purposes for the public benefit
- To comply with the charity's governing document and the law
- To act in the charity's best interests
- To ensure the charity is accountable
- To manage the charity's resources responsibly
- To act with reasonable skill and care

The successful Trustees will combine these responsibilities with their own experiences as Survivors. It is the experience of being a Survivor that is essential to being successful in an application for this role. However, we are also very interested in receiving applications from Survivors with specific skills in any area of organisational management, particularly strategic development, service delivery, programme management, business development & fundraising, marketing, finance, HR and charity law.

### **Time Commitment**

Trustees are expected to attend 4 half day meetings per year, plus one away day. These are normally held in the Midlands or London.

Trustees are expected to serve up to two terms of three years each.

The roles are unremunerated (although reasonable travel expenses are payable).



## **Supporting Documents**

COPS recommends that potential applicants review the Charity Commission's guidance on being a Trustee: <https://www.gov.uk/guidance/charity-trustee-whats-involved> and the COPS strategic plan: <http://www.ukcops.org/docs/Building-On-The-Foundations-2017-Update.pdf>

## **How to apply**

To apply for this role, please write a letter of application explaining how you believe your skills, experience and knowledge match the requirements of the role, making specific reference to the person specification.

The letter should be marked Private and Confidential and posted to Richard Kotulecki, Chief Executive, Care of Police Survivors, The Mill, Curborough Hall Farm, Watery Lane, Lichfield, WS13 8ES, or by email to [richard.kotulecki@ukcops.org](mailto:richard.kotulecki@ukcops.org)

Shortlisted applicants will be interviewed by the Nominations Committee of the Board of Trustees.

For an informal and confidential discussion about the role, please contact Richard Kotulecki by email [richard.kotulecki@ukcops.org](mailto:richard.kotulecki@ukcops.org) or by phone 07941 336 875.

## **Timetable**

The closing date for applications is Monday 6 March 2017.

Interviews will take place during March/April.