



JOIN OUR --- BOARD

POPS' TRUSTEE RECRUITMENT PACK

2025



ARE YOU PASSIONATE ABOUT PEOPLE?

DO YOU BELIEVE IN JUSTICE?

CAN YOU SEE THINGS FROM ANOTHER PERSPECTIVE?

YOU COULD BE A POPS' TRUSTEE.

MESSAGE FROM LYNN KELLY POPS' DIRECTOR

We are delighted that you are considering applying to become a trustee for POPS. If you would like to have an informal conversation prior to doing so, please feel free to contact me on the email below to arrange a mutually convenient time to do so.

I look forward to hearing from you, and hopefully working with you, as POPS embarks upon a new and exciting chapter of our organisational growth as a local and regional support service to families of those in the Justice System.

Thank-you,



Lynn Kelly

WHO IS POPS?

POPS is a registered charity set up over thirty-five years ago by families who were experiencing supporting a loved one in custody and who formed themselves into a support structure when nothing else was available. Today we have grown to be an organisation with 113 full and part-time staff as well as volunteers. We deliver services to the families of those serving a prison sentence, people on probation, women in the community, and contribute to influencing national policy and local decision making. We are a vibrant and innovative organisation and exist to promote the benefits of supporting people in prison and their families to all stakeholders, to eradicate the stigma that they experience, ensure they maintain and develop quality relationships, contribute to reducing re offending, and bring about change.

Throughout our growth from a small peer support group, to a charity with national influence, we have placed the user voice front and centre of all we do. We are committed to promoting equality and tackling discrimination within the Criminal Justice System, particularly with, and on behalf, of black prisoners.

POPS' is proud to have a passionate and dedicated board. We are now looking to diversify our team and expand our skills, perspectives and experience.

CONTACT

If you are interested and would like an initial discussion, please

contact Lynn Kelly on

lynnk@partnersofprisoners.co.uk

0161 702 1000.

POPS' MISSION

We aim to provide a variety of services to support anyone who has a link with someone in prison, prisoners and other agencies. POPS provides assistance to these groups, for the purpose of enabling them to cope with the stress of arrest, sentence, imprisonment and release. We will provide the support that families identify that they need, and promote the changes required to enable those children and families to cope better and to thrive.

POPS' VISION

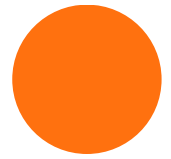
For all families, including children, who are affected by the Justice System to feel valued and to be treated fairly, so they can live free from stigma, enabling them to actively participate, take up new opportunities' and consider future possibilities.

POPS' VALUES

- To be supportive and non-judgmental in our approach
- To listen and act upon the experiences families share with us
- To encourage active participation amongst the families we support
- To value the benefits of robust partnerships
- To acknowledge and embrace the principles of diversity and inclusion throughout the organisation



EXTERNAL FACTORS



The needs of prisoners' families, people on probation and their children are increasingly becoming more complex. Set against a backdrop of austerity, cost efficiencies and cuts, prison overcrowding and racial disparity within the Criminal Justice System, families are experiencing difficult challenges. Change has come at a very fast pace resulting in an environment of upheaval, conflict and uncertainty.

The challenges facing a new Government relating to prison overcrowding have produced ongoing tensions, increasing demand for services, alongside a decreasing amount of available funds to deliver them. POPS will continue to support the new government to minimize the impact of a crisis situation within Justice services, on those who are arrested, sentenced and imprisoned, particularly focusing on the needs of their families & social connections.

The commissioning of future services has become increasingly competitive, and POPS will ensure that we offer value for money, added value, independent evaluation and ongoing monitoring of impact to remain at the forefront of innovative delivery.

Those who have committed crimes, and their families, live within our communities and POPS will continue to broaden its scope for ensuring they are included within broader based community services.

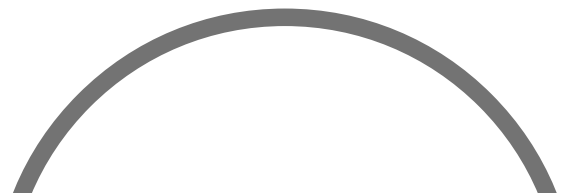
CRITICAL SUCCESS FACTORS

For POPS' work to be effective and impactful, we will ensure that we use our strategic plan to guide our work and support our growth. POPS was founded upon the experience of those affected by the Criminal Justice System and we will continue to ensure they remain at the heart of everything we do by giving them a platform to voice their concerns.

POPS will recognize the diverse make up of all those we support and employ and will continue to commit to challenging discriminatory practice at all times. Recognising and valuing differences is a key strength of POPS and will ensure our services reflect all those that may need to use them.

Providing quality services that are appreciated by all stakeholders ensures we are seen as the provider of choice for commissioners by pursuing Quality Standards, Impact Measurement and data collection whilst responding to the needs of those we support.

POPS appreciates that our staff and volunteers are the outward face of the organisation and that our service is only as good as our staff, we will therefore, continue to equip them with appropriate resources and support, to ensure POPS best service is provided. POPS growth and development relies heavily on the calibre of its board, staff and volunteers and we will invest in a supportive workforce development programme across the organisation.



PERSON SPECIFICATION

As a POPS' trustee the commitment and energy you display will make a direct difference to the charity and everyone it helps. It is important to us that you have a passion for people and for breaking down barriers. We are looking for individuals with open minds, creativity and insight. You don't need to have a criminal justice background, simply to be dedicated to creating a fair society for everyone, no matter their background. You must demonstrate:

- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- good, independent judgement & an ability to contribute towards decision making
- an ability to work effectively as a member of a team

We are especially interested in hearing from people who have marketing, IT (digital), research and fundraising experience. We particularly want to hear individuals from BAME populations and service users.

ESSENTIAL

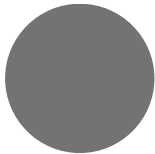
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the organisation's objectives, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the organisation's objectives and aims.
- Good, independent judgement, and the ability to think creatively
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.

DESIRABLE

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of financial management and fundraising.

TIME COMMITMENT

- Board Meetings: x4 per year. Generally held towards the end of the working day. Online, via TEAMS 4pm – 6pm.
- Strategic meetings, sub committees, plus away day as requested. Attend events and conferences as required.



THE ROLE

Trustees play a very important role in a charity's management and administration. Being aware of the duties and responsibilities will assist you in your decision to apply for a trustee role at POPS.

To assist your decision to make an application, we will provide you with a core business staff anagram and a copy of our current strategic plan.

If successful with your application, POPS will provide you with a copy of our governing document, (Memorandum & Articles) and copies of two previous board meetings plus our financial management accounts.

POPS' trustees are appointed for an initial period of three years with an opportunity to serve an additional three-year term

Before you start an application, please ensure that you are eligible to be a charity trustee. To assist we have provided the following guidance as stated in the Charities Commission guidelines.

- You must be at least 18 years old
- You must be properly appointed following the procedures set out in POPS' governing document
- You cannot act as a Trustee if you have been previously disqualified. Reasons for disqualification can include undischarged bankruptcy including a voluntary arrangement (IVA). *Please see below**

The initial commitment for a POPS' trustee is three years. Reasonable travel expenses will be paid in line with our trustee policy.

For more information about the responsibilities of a trustee please see Appendix 1.

HOW TO APPLY

Applications for this post can be downloaded from the POPS website or requested by email from POPS' HR administrator, Katie Reilly: katier@partersofprisoners.co.uk

Please complete the application form and provide a cover letter stating why you are interested in applying for the role. How your skills and experience match the person specification and how you feel you can add value to the strategic direction of POPS, along with any other relevant information you wish to share.

We are keen to recruit people with the relevant skills and for our board to be reflective of the diverse make-up of our society, which we live and work. Becoming a trustee may require a DBS check, and an agreement to sign to declare your eligibility to apply for trusteeship of a charity.

POPS is committed to the equality of opportunity and diversity & inclusion, both as an employer and a provider of services.



* Please be aware that Section 72 of the Charities Act 1993 disqualifies people who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of organisation trustee or trustee for an organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of anybody;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

APPENDIX 1: CHARITY COMMISSION GUIDANCE ON THE RESPONSIBILITIES OF A TRUSTEE

This guidance explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently. Trustees have independent control over, and legal responsibility for, a charity's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country. Trustees have the ultimate responsibility for running a charity, for its property, finances and the employment of any staff or volunteers.

Trustees' duties at a glance

This is a summary of trustees' main legal responsibilities, which are explained in detail in the rest of this guidance. You should read this section as a minimum, and ensure you fully understand your responsibilities by referring to the rest of the guidance as necessary.

Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers