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# THE INDEPENDENT CUSTODY VISITING ASSOCIATION

## DIRECTOR RECRUITMENT PACK 2022

# OUR ROLE AND PURPOSE



**Independent Custody Visitors (ICVs) are local community members who make unannounced visits to police custody to ensure the welfare of detainees. ICVs perform a valuable role for detainees and the police, helping to deliver the United Kingdom's international human rights commitments to prevent torture and ill-treatment.**

ICVA provides a national resource on custody visiting, working closely with government and criminal justice organisations to raise public awareness on the rights, entitlements, health and wellbeing of people held in police custody. ICVA also advises on best practice for independent custody visiting schemes and provides training, publicity and support to our members. ICVA represents schemes in the National Preventive Mechanism, a UK-wide partnership that seeks to prevent torture and ill-treatment in detention.

ICVA is looking for three new directors with specific skills to help to deliver our future business plans and to grow our reach. New directors will support ICVA to deliver a strategic vision that features strong partnership working, increased communications and upholds strong governance. You will be able to make an impact and difference to police custody in the UK.

We are looking to recruit three new directors in 2022. We are particularly keen to appoint directors who have specific experience and skills in:

- Equity, Diversity and Inclusion,
- Fundraising in the non-profit sector,
- Communications and PR.

Candidates must share our commitments to fair and humane treatment and to improving custody and the experience of those in police detention.

These are non-remunerated posts, but all reasonable travel expenses will be met. Applicants must be willing to attend meetings and engage in dialogue outside of meetings when required. You must not currently preside in any role that would have a conflict of interest regarding this charity. The appointment will be subject to referencing and DBS check.

# JOB DESCRIPTION

## Duties

The duties of a director are as follows:

- Ensure that ICVA pursues its stated objects as defined in its Articles of Association, by developing and agreeing a strategic vision, business plan and budget.
- Develop and oversee organisational policies, goals, and targets.
- Provide oversight of the organisations financial reporting and ensure the financial stability of the organisation.
- Ensure that ICVA complies with its Articles of Association, legal and fiscal responsibilities.
- Attend quarterly meetings in line with annual plan.
- Conduct required recruitment and management processes for the Chief Executive.
- Uphold and promote ICVA's reputation and work.
- Foster relationships with stakeholders and funders.
- Work to ensure that ICVA is a success, using your skills experience and judgment.

In addition to the above statutory duties, each director should use any specific skills, knowledge or experience they have to help the board of directors reach sound decisions. This may involve influencing and lobbying national bodies, communications and PR, legal advice, human resource experience and income generation, or other issues in which the director has special expertise.



# PERSON SPECIFICATION

## Person specification

- A commitment to fair and humane treatment and to improving custody and the experience of those in police detention.
- To have an enthusiasm for the work of ICVA and the time and commitment to carry out the duties of a Board member.
- Strategic vision and leadership skills.
- Good, independent judgment and willingness to speak your mind.
- An understanding and acceptance of the legal duties and responsibilities of a director.
- An ability to work effectively as a member of a team.
- Provide commitment, ability and time to prepare for and attend at least four Board meetings per year plus other training, planning and promotional events.
- Encourages positive change where appropriate, addressing and resolving any conflicts within the Board.
- Acts as an ambassador for ICVA, representing it at external functions, meetings and events as appropriate and as spokesperson for the organisation when appropriate.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



## HOW TO APPLY

If you would like to find out more about ICVA and the work we do, please visit [www.icva.org.uk](http://www.icva.org.uk) or follow us on Twitter @custodyvisiting and @projectICVA. If you have any questions about the role, please do drop us a line at [info@icva.org.uk](mailto:info@icva.org.uk).

To apply:

Please send your CV and a covering letter outlining your suitability for the role as per the person specification and your relevant experience to [info@icva.org.uk](mailto:info@icva.org.uk). Please ensure your CV includes the details of two referees.

**Please ensure your covering letter is no more than 2 sides of A4 and your application states clearly which of the three director roles you are applying for.**

The closing date for applications is: midnight, 30th June 2022.

Interviews are scheduled for Wednesday, 13th July and Friday 22nd July 2022.

Good luck, and we look forward to hearing from you.

