



**Student**

**Trustee Recruitment Pack**

# Welcome

Thank you for your interest in becoming a Student Trustee of the University of Gloucestershire Students' Union. This pack contains an overview of the role and information about how to apply.

## About us

The University of Gloucestershire Students' Union (UoGSU) represents the interests of the University of Gloucestershire's 9,000 students. The campuses which now form the University all have rich histories as educational providers in their own right.

Please see <https://www.glos.ac.uk/discover/heritage/pages/our-heritage.aspx>

New Vice Chancellor, Clare Marchant, took office in August 2023 and is committed to work in partnership with the Students' Union (SU). The SU is a registered charity independent of the university and it has already demonstrated it can punch above its weight in delivering impact. As well as providing representation, advice and support for students, the SU also provides opportunities that include volunteering, paid work, and participation in over 30 societies and 25 different sports clubs. The SU also sells branded merchandise.

## Students' Union aims and goals

This is an exciting time to be joining UoGSU. We are about to start the journey to develop our new strategy as our current strategy enters its third and final year. As an organisation we have been focused on communities, change and the education of our members.

UoGSU has spaces on the three main sites of the existing campuses in Cheltenham and Gloucester and we are looking ahead towards the opening of our new Gloucester city centre campus in 2023 where SU led student space is at the heart of the design. We are expanding the offer we make to students with new services as well as spending some time solidifying the amazing work we are known for already. Our people are critical to our mission to deliver for students at the University of Gloucestershire and we are looking forward to welcoming new trustees to the Board of the SU.

You will be part of an organisation that is informed by its values and is always striving to be:

- Inclusive
- Democratic
- Sustainable
- Courageous
- Student focussed.
- Honest
- Supportive
- Fun

More information about UoGSU is available on our website at [www.uogsu.com](http://www.uogsu.com)

# Student Trustees

We are recruiting 1 student trustee to begin serving on the board from April 2024. You can be in any year of study to apply.

## The opportunity

As with all charities, the Students' Union needs to be overseen by a Trustee Board. The Trustee Board reviews the finances of the SU, receives updates from the sub-committees, and discusses and makes executive decisions on any matters that have arisen. The trustee board should be forward thinking, and support the development of the Students' Union.

You would sit as one of 4 student trustees and together with the 3 officer trustees and 5 external trustees would comprise the membership of the board.

This is an opportunity to become an active participant in the 6 meetings of the board that will take place each year, as well as being on hand to take decisions between meetings when the need arises. There is also the opportunity for student trustees to sit on Students' Union sub-committees, including the Audit and Risk Committee and People and Resources Committee.

## Who are we looking for?

We are looking for individuals with good decision-making skills, who can work well in a team and are open to learning, whilst respecting that certain discussions of the Board need to remain confidential.

The individual appointed as trustee will need to be sympathetic to the aims of the organisation and more generally share a commitment to the broader values of the student movement: student representation, student rights and the student experience – and the importance of students having a platform to organise together to help make these values a reality.

The role requires a careful balance: trustees need to respect the democratic will of the membership where possible but also be willing to think creatively and point out potential risk in any proposals. An eye for detail to ensure the Union is being well governed and the ability to see future opportunities are also important.

## Commitment required

**Board Meetings:** There are 5 scheduled meetings each year, usually held early evening and lasting 2 to 2.5 hours, with extra meetings added if required (although this is rare). Each meeting will have associated reading and preparation work. Meetings are usually conducted face-to-face but trustees may participate remotely depending on their schedule and other commitments.

**Terms of Office:** We are recruiting student trustees to serve for one year.

**Training:** We utilise the support that is available from the University, the National Union of Students (NUS) and the Charities Commission to ensure all trustees are fully informed of their responsibilities associated with being a charity trustee.

## What's in it for you?

This is a fantastic opportunity to gain lots of skills and experience that will develop you; you will gain experience of all aspects of the Students' Union as a functioning charity/business and you will be able to input into the overall strategic directions of the SU.

You will be a valued voice around the table and we will provide the support you need to be an effective trustee including an annual appraisal, induction and opportunities to attend external training.

We hope that trustees will regard the role as an excellent opportunity to develop their own skills and experience, as well as the rewards inherent in knowing you are helping the Students' Union in its work in enhancing the experience of the over 9,000 students we represent.

This is an unpaid position but all reasonable out of pocket expenses such as travel to board meetings will be reimbursed.

## Application & Interview Process

### Applying for this role

- Applications are to be made by submitting a CV and supporting statement of no more than 500 words. We encourage you to save a local copy of your application for future reference.
- In the supporting statement we advise that you look through the person specification in this document and draw attention to how you meet the requirements of the role.
- We are seeing 2 candidates who can instantly contribute to the success of UoGSU and the key aspects of experience, skills and values we are looking for are listed in the person specification. We're mindful that it is unlikely that a candidate would possess all the desired criteria and we would encourage applications from people who meet most but not all points on the list. Training and support will be available to aid development to meet the full person specification once appointed.

### Returning your application

Candidates are encouraged to arrange an informal conversation with our Activities and Opportunities Officer, Paige Archer, in advance of submitting an application. Please contact Paige via email, [parcher2@glos.ac.uk](mailto:parcher2@glos.ac.uk)



You can submit your application via email to [parcher2@glos.ac.uk](mailto:parcher2@glos.ac.uk) using the subject line "UOGSU STUDENT TRUSTEE APPLICATION [Your Name]". Please note, we will not accept applications which arrive via an alternative route.

We will try our best to fit around your University timetable.

## Important Dates

**Closing Date: 12:00 Midday, 22nd February 2024**

**Interview Date: Tuesday 27<sup>th</sup> February 2024**

**Start Date: Tuesday 9th April 2024**

## Trustee job description

- To act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of University of Gloucestershire Students' Union, and to monitor the union's finances, projects and overall performance.
- To ensure the Union follows and implements the policies adopted by its membership.
- To evaluate the Union's performance against the University of Gloucestershire Students' Union strategic plan on an annual basis.
- To review, discuss and formally approve all applications for charitable grants the Union wishes to make.
- To discuss and approve any matters that are discussed by sub-committees of the Board.
- To annually appoint the external auditors.
- To interpret and rule on the Articles of Association as required.

### Evaluation of

- The Union's progress in meeting the targets set out in its Strategic Plan, at regular intervals within the 3 year scope of the Plan.
- The job description and performance of the Chief Executive, at least annually.
- The value for money achieved in the allocation of Union resources, together with assessing the impact of different areas of the Union's work.
- The effectiveness of individual trustees, and of the Board as a whole.
- Any changes to the mission and purpose of University of Gloucestershire Students' Union that they feel may be required.

### Establishing and/or overseeing

- Union wide policies such as the Equal Opportunities and Sustainability policies, so that they cover all areas of the Union's work.
- Policies in relation to recruitment, staffing and personnel.
- Policies relating to financial practice and reporting.

### Financial oversight

- Defining financial goals and targets.
- Monitoring expenditure in line with the agreed budget.
- Approving the long-term financial plan of the Union.

## Person Specification

This section describes the qualities anticipated in the post holder- but where practicable training can be offered for someone that excels in some areas, or can offer other qualities you that would be useful for the role.

<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>
An understanding or willingness to learn about business management.	E
A willingness and ability to devote the necessary time and effort to attend board and other meetings, including preparing and reading for those meetings.	E
A willingness to speak their mind and contribute.	E
Good communication and interpersonal skills.	E
Analytical ability and good independent judgment.	E
An understanding and acceptance of the role of a Charity's Board of Trustees (including the legal duties, responsibilities and liabilities of Trusteeship).	E
A commitment to act in accordance to the values of UoGSU.	E
Understanding and commitment to equal opportunities, liberation and diversity.	E
Impartiality, fairness and the ability to respect confidential information.	E
Recent experience of the higher education sector or of Students' Unions.	D
Experience or willingness to learn about charity governance.	D
Desire to work within a student led environment.	D



## **Address:**

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