

**Recruitment Information Pack**

**Lay & Student Trustees**

**Winter 2020**

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Hello!

Thanks for your interest in joining University of Nottingham Students Union, (UoNSU), and for taking the time to learn more about this exciting opportunity.

As an organisation, we are led by our membership, those 34,000 students of the University of Nottingham, and we aim to be leaders for our student community in shaping an inspiring and rewarding student experience. We’re independent of the University, and take our lead from our members in the election of their representatives and the issues that are important them. Our elected Officers are incredibly talented and motivated, which creates a high-energy, continuously challenging and richly rewarding working environment.

We’re looking for individuals to become Trustees and join the Board to take overall responsibility for the Students Union. This includes experienced professionals (lay) AND students.

The last year has been incredibly difficult for many, both in wider society and for students. Responding to the changing world and supporting students in Nottingham has never been more important. This is a fascinating and exciting time to be joining UoNSU as we look to respond to these challenges, and also implement our new strategy, mission and values. This role will provide the opportunity to really shape the Students’ Union and help improve the experience of our students, both now and in the future.

We want all of our students to feel welcome and be able to thrive as part of an active and diverse community. We’re striving to become a more inclusive workplace and to better represent the student community that we serve. We would like to encourage applications from disabled, LGBT+ and Black, Asian and Minority Ethnic background, as they are underrepresented at this level and we really need new and different perspectives so that we can make decisions that better support ALL our students. As a values driven organisation, everyone is welcome and everyone can contribute.

I hope you will find the information you need in this pack to help you make the decision to apply. If you are keen, I encourage you to get in touch to explore the opportunity some more.



Thanks again for your interest, and good luck with your application!



Madeleine Fox

**Chair of Trustees**

***WHO ARE WE AND WHAT DO WE DO?***

Here at the University of Nottingham Students’ Union, we are a connected student community: a brilliant, diverse, ambitious community, 34,000 strong. We are an independent charity, working with the University, and right at the heart of student life. We’re a diverse community from first-year undergraduates to research students, elected student Officers and staff, volunteers, pioneers, and so much more. Together, we are getting involved, making change and supporting each other; making student life at the University of Nottingham the very best it can be.

**We believe in better, and we’ll achieve it together**

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We are one of the largest Students’ Unions in the country, connecting 34,000 student members to share, support and inspire each other while at University. We act as the recognised representative body of all students at the University, and every student is automatically a member free of charge. We provide a range of activities, events, campaigning, commercial and professional services that benefit and support students to get involved, find support and make change.

We support students to share and voice their views on academic life and the wider University experience and have strong student leadership in fourteen full and part time elected student representatives. We provide an advice service to help students with academic, housing and financial issues and are expanding our offer for welfare support. There is a diverse range of social, cultural, sporting and recreational activities and many opportunities for personal development. We work with and support events and activities through the student committees of over 200 societies, 70 sports clubs, media groups, student halls and residents associations and other student communities. Through our social enterprise, UNU Services Limited, we run two SPAR shops, a bar, a coffee shop, a clothing shop, a print shop and our sustainable, zero waste shop – Portland Zero. Our annual financial turnover, for the charity and our social enterprises combined is in excess of £11m annually.

As a charity, the Students’ Union has a Board of Trustees which is responsible for the governance, management, strategy and budget of the Students’ Union. The daily work of the Students’ Union is directed by elected Student Officers, with advice and support from staff. The Officer team is made of 7 part-time Officers and 8 full-time sabbatical Officers. Each Officer has their own portfolio of individual responsibilities as well as holding the shared responsibility for creating changes which will improve the lives of students at the University.

The Students' Union employs over two hundred staff in its Commercial Services and Membership Services. Around half of our staff are students who balance work with their studies and social lives. Other staff work full-time, some are part-time and some are required only during term-time so work for just part of the year. This staff team is led by a senior management team.



1. **The Opportunity**

As a registered charity, we need Trustees to oversee the successful running of the Students’ Union. We are seeking two Student Trustees, and one Lay (or external) Trustee to join the Board of Trustees of University of Nottingham Students’ Union. These are unpaid and voluntary roles.

1. **The Trustee Board**

Our Trustee Board comprise up to seventeen trustees made up of:

* Eight Officer Trustees – Eight full time student Officers are elected by the student body each year and they become Trustees, in addition to their role as Officers. Officer Trustees serve a one year term, which may be extended to a second year if they are re-elected.
* Four Lay Trustees – bringing skills and experience beyond the student population, lay (or external) trustees bring a fresh perspective and a wealth of professional expertise to the organisation. Following an application and interview process selected lay trustees serve a three year term, which can be renewed for a further three years.
* Five Student Trustees – bringing great knowledge and experience of student life in Nottingham and greater independence, five student trustees are appointed via an application and interview process to serve for up to two years. Applications are encouraged from a range of student experiences to ensure that the Students’ Union continues to put students at the very heart of its decision making.

1. **What does the role entail?**

Trustees are responsible for making the biggest decisions affecting the Students’ Union, and take on a legal duty to be responsible for the charity. Whilst Trustees don’t get involved in the day to day running of the Student’s Union, they do oversee and make decisions on legal, financial or reputational issues affecting UoNSU. Trustees meet and contribute to diverse discussions, giving their perspective, bringing their experience and expertise to help make student life in Nottingham the best it can be. Some example of Trustee decisions have included:

* The approval of UoNSU’s long term strategy, including close involvement in its creation
* Overseeing development of our Welcome week programme to broaden the range of activities offered and improve the safety of mentors.
* The decision to allocate funding to set up Portland Coffee Company
* The decision to become an accredited Living Wage Foundation employer, considering the democratic, financial and legal issues.
* Overseeing and approving the Student’s Union’s financial plan

Trustees also scrutinise decisions made by staff in the Students’ Union and provide supportive advice, so that the Students’ Union is championing student interests and supporting students to have a great experience.

1. **What’s the time commitment required?**

The Trustee Board meets routinely 5 times a year. Each meeting usually lasts for around 2-3 hours with a similar amount of pre-reading and preparation time. In addition, Trustees are asked to sit on a sub-committee which will meet 2-3 times per year and each have an area of focus, being:

* Student Experience
* Social Enterprises
* Finance, Risk and Compliance
* People and Culture

In total the commitment is roughly one day per month in term time. Meetings are held across our University campuses, or virtually. We cover reasonable expenses but the Trustee role is voluntary and unpaid.

1. **Role – Lay Trustee**

The Trustee Board is seeking a new lay (or external) trustee to join the Board. The specialist skill area sought in this appointment include:

* Knowledge and experience of people development, leadership, human resources, and development of organisational culture

1. **Role – Student Trustee**

The Trustee Board is also seeking two new student trustees to join the Board. There are a variety of areas where student trustees bring a huge amount of specialist knowledge and experience directly relating to students and the student experience to the trustee board.

It’s a great career opportunity which gives you the chance to be part of the board of a charity, closely involved in making all the ‘big decisions’ which affect it, and the chance to collaborate, advise and learn from colleagues with very different backgrounds and opinions. It is an experience which will improve your confidence, networking skills, attention to detail and ability to scrutinise.

We’re particularly keen to improve the way we support postgraduate students in their University experience. As such we’re really keen to attract students with good knowledge and/or lived experience of what it means to be a postgraduate student.

We also want to continue our focus on championing equality and diversity and would welcome applications from students with good knowledge and/or lived experience of:

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| --- | --- |
| * Disabled students | * Black, Asian and Minority Ethnic students |
| * Mature students | * Equality and Diversity on campus |
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1. **Duties and Responsibilities of all Trustee**

We want to recruit a Board with a diverse range of skills, knowledge and experience, and the desire for the specialist skills or knowledge sought above is part of creating that balance. However, all Trustees are equal and are collectively responsible for the actions of the organisation and other trustees. As such, they have many duties in common:

* Ensure the effective and efficient administration of the organisation
* Contribute actively to the Board of Trustees in giving firm strategic direction to the organisation, creating overall policy, defining goals, setting targets and evaluating performance against agreed targets and safeguarding the good name and values of the organisation
* Ensure the financial stability of the organisation
* Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
* Ensure that the organisation complies with its governing document, charity law and any other relevant legislation or regulations
* Ensure that the organisation pursues its objects as defined in its governing document
* Ensure the organisation applies its resources exclusively to pursue its objects, i.e. the organisation must not spend money on activities which are not included in the objects, no matter how worthwhile they may be.
* Declare any conflict of interest while carrying out the duties of a trustee
* Abide by the Equality, Diversity and Inclusivity Policy
* Appoint and support the chief executive and monitor their performance

In addition to the above statutory duties of all trustees, each trustee should:

* Use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
* Attend meetings, and to read papers in advance of meetings
* Attend sub-committee meetings as appropriate
* Participate in other tasks as arise from time to time, such as interviewing new trustees or senior staff, helping with fundraising, keeping informed about the activities of the organisation and wider issues which affect its work

1. **What are we looking for in potential candidates?**

* Most importantly, enthusiasm and a passion for improving student life in Nottingham!
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and the ability to respect the confidences of colleagues.
* Ability to work effectively as a member of a team that includes a diversity of skills and experience
* Ability to take difficult decisions for the good of the charity
* Willingness and ability to devote the necessary time and effort.
* Strategic and forward looking vision in relation to the charity’s objectives and aims.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
* Adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

For further information on the role of a trustee the Charity Commission’s publication ‘The Essential Trustee’ is a valuable resource. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/509664/cc3_lowink.pdf>

1. **Who can be a Trustee?**

Subject to a small number of restrictions, anyone who is over the age of 16 can be a Trustee.

Individuals who have already been disqualified as company directors and those who have been convicted of an offence involving dishonesty or deception are some of the people who cannot usually become trustees. In some cases, people who receive benefits from the charity may also be ineligible.

Student Trustees must be a registered student at the University of Nottingham and if successful would not be able to work in other roles for us. We expect Student Trustees to be able to serve a term of 2 years, and Lay Trustees to serve a minimum term of 3 years.

1. **How to apply**

**Lay Trustee**

To apply please provide your CV, along with a supporting statement of no more than 1 A4 page detailing your suitability for the position of Lay Trustee and send to Jackie Dale, HR Specialist, at [Jackie.Dale@nottingham.ac.uk](mailto:Jackie.Dale@nottingham.ac.uk)

**Student Trustee**

To apply please provide a supporting statement of no more than 1 A4 page detailing your suitability for the position of Student Trustee and send to Jackie Dale, HR Specialist, at [Jackie.Dale@nottingham.ac.uk](mailto:Jackie.Dale@nottingham.ac.uk).

We’re trying hard to become a more inclusive workplace and to better represent the student community that we serve. We would like to encourage applications from candidates with a disabled, LGBT+ and Black, Asian and Minority Ethnic background, as they are underrepresented at this level.

**Closing date for applications is 4pm Monday 4th January 2021**

