



**solent
students'
union**

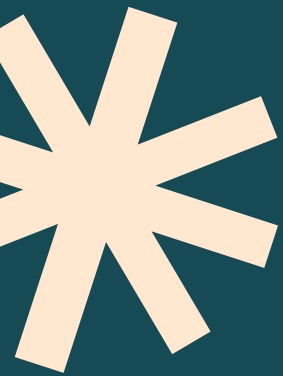
External Trustee

recruitment pack



@solentsu





welcome

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Dear candidate,

Thank you for your interest in joining Solent Students' Union as an External Trustee. We are enjoying an exciting period of change. We have a new Chief Executive and a restructured team, all while heading into a new strategic year.

The Board of Trustees is responsible for the Students' Union at the highest level, ensuring we are doing the very best for our members and meeting our statutory obligations. External Trustees work alongside our full-time Sabbatical Officers and Student Trustees to bring specific skills and knowledge to the Board and provide support to the Chief Executive. By providing continuity and expertise, external trustees help empower our member trustees to put the voice of students at the heart of our decision making.

We are looking for someone who has a genuine passion for developing a strong and highly performing organisation for our members. You do not have to have a background in Students' Unions or education, but we'd love to find somebody who shares a commitment to our values and behaviours.

Our team is diverse in a variety of demographics; we know we can do better and are consistently trying to be more diverse and inclusive, but we never want anyone to miss out on the opportunity to apply for what could be their perfect role. We are aware that imposter syndrome is very real when applying for new opportunities. It is a feeling that you may not be worthy of applying for a role, or that you don't think your achievements are as commendable – we do not want this to be the case!

You are more than welcome to reach out for an informal chat or to ask any questions by emailing our Union President Student Voice, Mohammad, at mohammad.galib@solent.ac.uk.

If this sounds good to you, you'll find more information in the following pages about Solent Students' Union and Southampton Solent University, our values, the job description, as well as details about how to apply.

We really hope you'll want to join us in shaping an excellent experience for all students at Southampton Solent University, so if you are interested in applying – do it! We look forward to receiving your application!

Best wishes,



Mohammad Galib
Union President Student Voice

About Solent Students' Union

Solent Students' Union is proud to say we are run by students, for students. We are here to help all Southampton Solent students have the best possible time while at university.

We are here to improve students' education, make campus life fun, look after their wellbeing, make them more employable for after university, and ultimately empower them to change the world around them.

Our students are at the heart of everything we do and our two Sabbatical Officers, who are elected annually, represent the voice for over 6500 students at Southampton Solent University. They are the face of the Union, with a reliable and innovative team working behind the scenes to support them during their time in office, as well as the wider SU.

Although we are a small team, don't let that fool you. The work we do is BIG – from hosting large scale events to working with leading organisations in the area to solve issues that impact our students. We are full of outstanding staff, volunteers, elected officers and trustees, who hold specialist skills and experiences that help our students to grow and flourish during their time with us.

We also offer a wide range of opportunities, services, and support to help students get the most out of their time at university, such as our in-house and invaluable Academic Advice Service (which is completely free and independent from the university), events, volunteering, societies, the SU Exchange, course and school reps, vehicle hire and much more!

To be current and up-to-date, Solent SU needs to be constantly listening, learning, evolving and being accountable. Equality, diversity, and inclusivity, as well as sustainability, are extremely important to us and will be the driving force behind our strategic planning.

We are also a registered charity, which means that any money we generate from our SU shop, advertisements or events is reinvested straight back into our Students' Union to improve the student journey.



our values:

INCLUSIVE

We want you to feel valued and that you belong.

PASSIONATE

We care deeply about people, our community and what we do.

PROGRESSIVE

We build on strengths, encourage new ideas and challenge boundaries of thinking.

TRUST

We trust and establish trust by being open, honest and accountable in everything we do.

BALANCE

We embrace a balanced life which leads to good health and greater chances of success.



About Southampton Solent University

Southampton Solent University is all about creating opportunities: for its students, for its staff, for its partners. It offers expertise and experiences you couldn't get anywhere else, opening doors and making connections.

Offering a range of 140 different courses to almost 6500 students, including undergraduate, postgraduate and apprenticeships, there is something for everyone at Southampton Solent University.

More than anything else, they are staying focused on their key purpose – developing grounded and enterprising students who, whatever their background, leave the university with the skills and confidence employers are looking for.

While we work closely with departments from all across the university, we are a separate organisation. This is important for several reasons, but mainly it means that if students have an academic problem while studying, they can come and talk to us, the Students' Union. They can do this in the confidence that we can take up the issue with the university and help to resolve it.

the board of trustees

The Board of Trustees has oversight of the educational character and mission of the Students' Union with specific responsibilities for financial probity and the effective use of resources. As the Students' Union has charitable status, Trustees of the charity must ensure that we meet our charitable objectives and continues to deliver value.

The Board comprises Lay, Sabbatical, and Student Trustees, all of whom have equal status. Trustees are appointed based on their skills, knowledge, and experience and how well they meet the current requirements of the Board.

being a trustee

We are looking for applicants who can demonstrate an active interest in higher education, and a commitment to:

- The Union's vision.
- Promote equality and diversity.
- Quality and enhancement.
- Promote the Union externally and within the community it serves.
- Work positively with others and to contribute as a member of a team.
- Make reasoned decisions and to act honestly, diligently and in good faith.
- Contribute to establishing performance targets and the monitoring of performance against these.
- Accept collective responsibility.

Salary: This is a voluntary position

Working hours: No set working hours. Various commitments over the year, including Board meetings four times a year.

person specification

Key attributes expected of all Trustees are:

- Strategic awareness.
- Vision and commitment.
- Ability to share and work to common values.
- Critical listening and evaluation skills.
- Ability to ask probing questions.
- Analytical and problem-solving abilities.
- Integrity to act without self-interest and make decisions based on evidence.
- Ability to work within a framework of collective decision-making in the best interests of the Board and the Union.
- Awareness of standards in public life, public accountability and a determination to abide by them.

Solent Students' Union is committed to increasing diversity and maintaining an inclusive culture. If you meet our criteria, we welcome your application regardless of your age, ethnicity, race, gender, religious beliefs, sexual orientation, marital status, social demographic or whether you live with a disability.

principal duties

We are particularly interested in candidates with expertise in;

- Finance and income diversification – ensuring long-term sustainability and sound financial oversight, and bringing strategic insight into grants, charitable fundraising, or corporate partnerships.
- Working in higher education or charity campaigning.

Role specific activity

- Directing the affairs of the Union.
- Ensuring that it is legal, solvent, well-run, and delivering its charitable objectives.
- Ensuring that the charity adheres to charity law and other relevant legislation.
- Detailed scrutiny of all financial matters and ensuring that we have appropriate risk mitigating strategies in place.
- Always acting in the Students' Union's best interests.
- Understanding and acting within the principles defined in The Charity - Governance Code: www.charitygovernancecode.org/en and the charity governance code specifically for students' unions, approved by the Charity - Commission
<https://www.nusconnect.org.uk/quality-students-unions/qsu-resources/governance>
- The Trustees are also the Directors of the Students' Union company limited by guarantee for the purposes of company law. politeness, and professionalism.

our expectations

In common with many other charities, this is a voluntary role, though reasonable travel expenses will be paid.

All Trustees are expected to:

1. Prepare for, and attend, Board meetings. Trustees attend, on average, four meetings per year lasting approximately two hours each, and one half-day session dedicated to strategy and development.
2. Contribute actively and constructively to the work of the Board. Meetings will normally be undertaken online, though may be held in-person. All papers will be circulated via email, and a basic level of digital literacy will be required in order to engage with the role.
3. Commit to induction and ongoing development.
4. Adhere to the Board's values and the Nolan Principles of public life.
5. Continue to be a fit and proper person and declare any conflicts of interests. We will ask you to complete our fit and proper person test once your application has been shortlisted.



how to apply!

To be considered for a role on our Board (for three years in the first instance), your application should include:

- An up-to-date CV.
- A supporting statement that addresses the criteria in the person specification and outlines your motivation for applying. The statement should be no longer than two pages of A4 in 12pt font.

Please tailor your application to the role, explaining why you meet the criteria and what you feel you could contribute to our Board and the Students' Union. Please submit your application to Mohammad Galib, Union President Student Voice, at mohammad.galib@solent.ac.uk. You may also contact the above email if you have queries about any aspect of the appointment process, need additional information or wish to organise an informal and confidential discussion with the Union President Student Voice.

The Students' Union will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

application info

Application deadline

Friday 31st October at 12pm

Interview date

Friday 7th November

solent students' union

www.solentsu.co.uk