



Chief Executive Officer

Recruitment Pack



A message from our student leaders

Thank you for expressing an interest in becoming the next Chief Executive of the Union of Kingston Students.

We exist to support the 19,000 students at Kingston University throughout their university experience, breaking down barriers and providing opportunities for them to succeed in the future. We are in the second year of our strategic plan that, between now and 2024, will ensure that the Union provides lifelong experiences and opportunities for all Kingston students. Our strategy ensures that we focus on the things that really matter to students: Student Voice, Student Wellbeing, Thriving Student Communities and Skills and Experience.

We are looking for a new Chief Executive who can support our Elected Officers in leading the Union both through its current strategy and in designing the next one; bringing innovation, inspiring high performance and enabling us to build on our progress to take the Union to the next level. We've achieved a lot in the past few years, and are truly excited about the next stage of our development, which includes a unique opportunity to reimagine how we support a blended student experience in the future.

Our new Chief Executive will help further develop the critical relationship with Kingston University, whilst continuing to develop and empower our elected leaders to represent the voice of students. You will be an enthusiastic leader with experience of building and maintaining strong relationships based on trust, credibility and collaboration, at all levels. You'll ideally have an understanding of good governance and good financial acumen, with the ability to embed strong people management principles that help to develop a confident and high-performing staff team. You will also possess excellent communication skills and bring to the role an ambitious approach to diversifying the Union's activities and income streams.

We believe that the role offers a brilliant opportunity for either an experienced or aspiring Chief Executive who is motivated to drive effectiveness in a student-led organisation, and can demonstrate a strong commitment to student voice and representation. The Union, our Board of Trustees and the University all offer an encouraging environment and are committed to supporting the ongoing development of our new CEO, to ensure they can be at their best.

This is such an exciting time for our Union and a really great time to join us. We look forward to receiving your application.



A message from the University

Kingston University has an excellent relationship with the Union of Kingston Students - one which has strengthened year on year and has the potential to flourish even further. This relationship is key to how we support the experience of our students, helping them to shape society and contribute to the economy. The University is committed to high academic achievement, supporting an inclusive learning and innovating community, and the Union of Kingston Students is a central partner in achieving this.

I have been University Registrar since 2018, and in that time have interacted regularly with the Chief Executive, President and Elected Officers, ensuring that students have a voice across the University. We enjoy a productive and collaborative relationship focusing on finding solutions to create positive change and working together to achieve outcomes for students.



I hope that the Union will find in its next Chief Executive an individual who is keen to continue our open and collaborative relationship and support Officers to positively challenge the University to further enhance the experience of students.

The next few years are a key opportunity for increasing student engagement and building a stronger community across both the physical and remote campus.

I am very much looking forward to working with the successful candidate and continuing to take our partnership onwards and upwards.

Keith Brennan

University Registrar, Kingston University



Who we are

Union of Kingston Students is an education charity, dedicated to providing lifelong opportunities and experience for all Kingston students.

Our Vision (why we do it)

Provide lifelong experiences and opportunities for all Kingston students.

Our Mission (how we'll do it)

We will support all Kingston students throughout their university experience, breaking down barriers and providing opportunities for them to succeed in the future.

Our Values (what we live by)

- ✧ **Inclusive**
We'll embrace and celebrate the diversity in and between students. We'll reflect it in the work we do, the opportunities we provide and the way we represent students.
- ✧ **Innovative**
We'll throw out the rule book and break boundaries in everything we do. We'll respond to change proactively and stay one step ahead of the curve.
- ✧ **Supportive**
We'll be there to help. Whether it's academic studies, making friends, being a part of a community or anything else – we'll create a welcoming and friendly environment.
- ✧ **Collaborative**
We'll pride ourselves in our work and our integrity as a Union. Working in partnership with the University and our students, we'll create the best experience for everyone at Kingston.
- ✧ **Empowering**
We'll help students find their voice through the Union. We'll collaborate in campaigns, create role models and develop well-rounded individuals.



Our strategy

Since 1947, Union of Kingston Students has been dedicated to enhancing the lives of Kingston students through providing advice, support and opportunities within volunteering, representation and activities. That's 74 years of societies, sports and happy Kingston students.

Our 2019-2024 strategic plan outlines our key objectives and the things we're doing to develop and improve the Union and the university experience of Kingston students. It considers the problems students face throughout their university experience, both in general and with the Union, and what students expect from us.

Our Strategic Plan aims to ensure we provide lifelong experiences and opportunities for all Kingston students by supporting them throughout their university experience, breaking down barriers and providing opportunities for them to succeed in the future.

Our strategy is broken down into 4 core themes, which are at the heart of the Union and define our commitment to the services we provide for students. These are Developing Student Voice, Supporting Student Wellbeing, Thriving Student Communities and Providing Skills and Experience.

Our next Chief Executive will ensure maximum impact from the current strategic plan whilst starting to form an ambitious vision that will drive our next strategy.





How we're run

Union of Kingston Students is a registered charity whose student members democratically lead the organisation, supported by a team of permanent staff who are responsible for the operation and management of the Union. Our student members are represented at all levels of decision making within the union and the university, supported by the union's staff team. The elected student representatives sit on various boards and committees to represent the views of Kingston University students.

Finance and Funding

The Union of Kingston Students operates as a standalone organisation, with its own independent financial status and is funded by the University through a block grant of just under £1m. This is supplemented by some self-generated income through advertising and media, events, and student group memberships, which takes our total revenue to around £1.6m. This enables us to deliver our student facing activities and services.

Our Trustee Board

The Union is governed by a Board of Trustees, who ensure that we are operating properly and in the best interest of Kingston students. Our Trustee Board is made of up 4 Full Time Officers, 4 Kingston students and 4 external trustees who are volunteers chosen for their skills and knowledge to help the Union's decision making.





What we do

Student Voice

We make sure everything we do represents Kingston students and we do this in a number of ways, including helping students to carry out their own campaigns and make sure that student voice is what guides us as an organisation, so the direction we take and decisions we make are what's best for our members.

Sports & Societies

The Union runs numerous great societies, offering a wide variety of opportunities for students to enhance their social lives whilst at university, make friends and memories that will stay with them forever. Our list of societies is constantly growing and are spread across a range of categories including academic, cultural, faith, arts and activities and liberation and campaigns.

We believe that sport is a fantastic way for students to make friends, stay active and healthy and try something new. We are therefore proud to also have 40 Sports Clubs and activities that are run by students, for students and help to enhance their university experience.

Advice

We offer academic advice and representation to students on a variety of issues from academic appeals and misconduct, mitigating circumstances, complaints, appeals and disciplinary proceedings. Our free, non-judgemental advice ensures that students fully understand their options and rights.

Employability

We're committed to helping Kingston students build their employability skills in preparation for the world of work after university. We are proud to offer many different ways for students to develop their extra-curricular skills, from part time jobs and internships to volunteering opportunities and our Skills Development programme.



Our elected leaders

Every year, members elect a new team of students to lead the Union, work on campaigns they're passionate about, and to represent students' interests at the highest level in the University.

Our Officer team is made up of 4 full-time paid Sabbatical Officers (students who have either taken a year-out of their studies or have just graduated).

Our 2020-2021 Officers are:



President Feisal Haji

Feisal is our President, the highest elected student officer and is ultimately in charge of the Union as Chair of the Trustee Board. He is also a member of the University's Board of Governors.



Activities & Development Officers Muna Ali

Muna is our Activities & Development Officer, focusing on providing students with better opportunities, such as sports, societies, skills development, helping to ensure a great student experience.



Education Officer Kamal Mohamed

Kamal is our Education Officer, focusing on everything to do with the education experience of our students and supporting our course representatives.



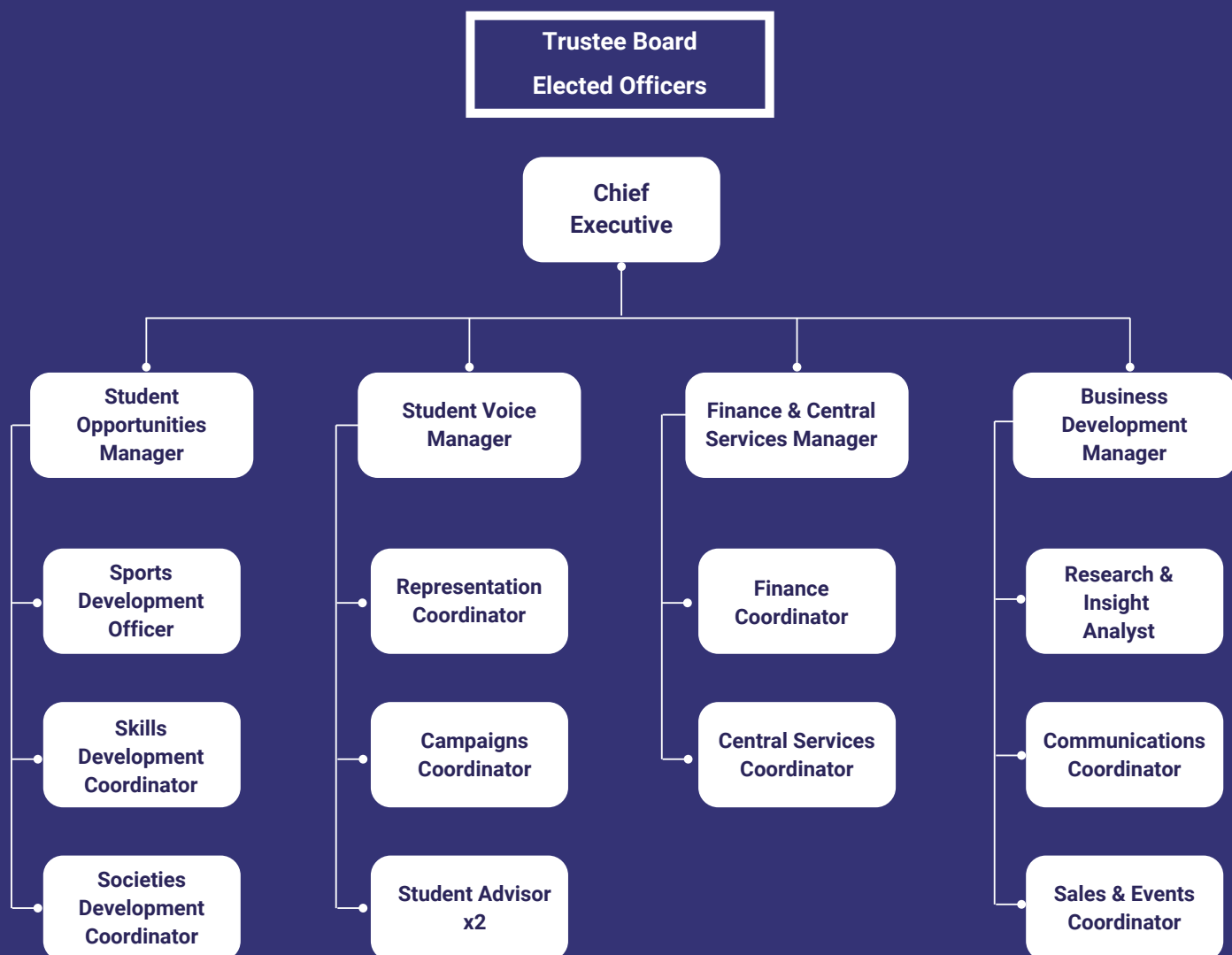
Welfare Officer Hamad Momin

Hamad is our Welfare Officer, focusing on everything to do with student wellbeing, campaigning for better mental health services, improved Prayer facilities and increased Equality, Diversity and Inclusion.





Our structure





Working with us

Our Location

The University's four campuses can be found in and around the town centre, with a free bus connecting them. It's a lively, friendly location on the Thames, neighbouring historic Hampton Court Palace and two royal parks. Better still, the heart of the capital is just 30 minutes away by train. Our main office address is: Penrhyn Road, Kingston upon Thames, KT1 2EE

About Kingston upon Thames

If you're looking for the bustle of city life without the hustle, beautiful Kingston upon Thames is the place for you. On the doorstep of the capital, Kingston offers all the highlights of city living in a leafy, riverside location. It is consistently rated one of the safest London boroughs (Metropolitan Police) as well as the second happiest place to live in London (Rightmove).

As well as being a fantastic place to live and work, Kingston's excellent transport links make commuting simple from further afield too. With two mainline train stations, a network of bus routes, and major motorways close by, there are so many ways to reach Kingston from London and the rest of the country. Both Gatwick and Heathrow international airports are also easily accessible from Kingston by both road and public transport.

If coming to work at the Union would mean relocating, you can find out more about the location at kingston.ac.uk/aboutkingstonuniversity/location or at visitsurrey.com.

Flexible Working

Our core office hours are 9:00 to 5:00, Monday to Friday, however we enable lots of our staff to work flexibly. We recognise the importance of helping our employees balance their work and home life and so we welcome suggestions and requests for flexible working, and whilst we can't guarantee to accommodate all aspects of every request, we do promise to work with you to ensure that when and where you work enables you to be at your best.



Working with us

Equality, Diversity & Inclusion

We believe that everyone is unique in their own way, and are committed to ensuring our workforce is an inclusive community that reflects the diversity of the world and our members. We positively encourage applications from all individuals irrespective of their gender identity, age, home country, ethnic background, sexuality, religious beliefs or disability.

If you think you have what it takes to be our next Chief Executive, but don't necessarily meet every point on the job description or person specification, please get in touch. We'd love to have a chat and see if you could help us to achieve great things for the Union and our members.

Salary & Benefits

The role offers a competitive salary of £57,000 to £63,000 p.a. (the successful candidate would be likely to be offered the role on the starting point of this scale with annual progression subject to performance).

We are committed to providing a great range of benefits for our staff including:

- 24 days annual leave plus an extra day off on your birthday
- Employer contributions into NEST pension scheme
- Free Totum card - providing access to huge offers on food and essentials, tech, travel, fashion, beauty and a whole lot more
- An employee assistance programme - providing free access to wellbeing support services
- Access to free University courses such as postgraduate degrees through a fee waiver scheme
- Season ticket loans
- Additional leave entitlement for study leave and personal development opportunities

About the role

Job Title: Chief Executive Officer

Salary: £57,000 to £63,000 p.a

(the successful candidate is likely to be offered the role on the starting point of this scale with annual progression subject to performance)

Reports to: Chair of the Board

Job Purpose:

Under the direction of the Board of Trustees, the Chief Executive is accountable for the performance, management, development and sustainability of the Union of Kingston Students and responsible for developing and leading the Union's services, strategy and objectives in order to meet the needs of the membership.

The Chief Executive will ensure that strong people-management practices are embedded throughout the management structure, ensuring that the organisation understands and can deliver on its strategic priorities.

Supporting and coaching the Full Time Officers and Trustee Board, the Chief Executive has oversight of governance, ensuring that the elected leadership are empowered as key decision-makers and that the staff team share the purpose and vision of the organisation.

Enhancing the internal and external reputation of the Union, the Chief Executive will network effectively within the University, maintaining and developing effective partnerships built on trust and respect.

Key Accountabilities, Responsibilities and Duties:

The Chief Executive will lead the development of the Union in several core areas:

Strategy:

- Ensure the Union of Kingston Students has a strategy which reflects the needs of students, supports the University's strategy and constitutes leading practice within the sector, and is communicated widely.
- Ensure that the strategy is flexible enough to respond to the needs of a membership organisation, address the priorities of elected student leaders and accommodates change in a fast-moving, ever-changing environment.
- Ensure that the strategy is monitored and delivered effectively by reporting on key performance indicators focused on the outcomes and impact of the Union's activity.
- Ensure that the Union can positively demonstrate that resources are being used effectively to deliver its strategic objectives.
- Ensure programmes of work are aligned to the strategy and enhance the student experience.

About the role

Leadership:

- Lead and maintain a high performing, inclusive organisational culture which meets the needs of its members.
- Support the elected leadership to review, implement and improve governance and democracy, ensuring that members are at the heart of the Union and its activities.
- Have overall responsibility for meeting agreed objectives and key performance indicators through the efficient and effective management of staff, finances and other resources.
- Work effectively with Kingston University to maintain the Union's position as an influential and strategic partner; representing the needs and interests of students, and championing the organisation as a force for change.
- Ensure compliance with legal, financial and probity issues in accordance with organisation, statutory and policy requirements.
- Ensure the values, behaviours and policies of the Union are reflected in all aspects of the organisation.

Governance and Compliance:

- Ensure that the Union's governing documents and policy framework are fit for purpose and reflect best practice within the sector.
- Ensure that the Board of Trustees and its committees are serviced efficiently and supported, inducted and developed effectively.

Financial Management:

- Ensure strong management systems and communication across the Union that enables the it to be financially sustainable and robust for the future.
- Ensure that the Union has a suitable budget that reflects its strategy and that this is actively monitored and managed.

People Management and Development:

- Act as the principal advisor in supporting and developing the Union's elected leaders.
- Ensure that all staff are aware of and working towards organisational objectives and key performance indicators, as well as the Union's strategy, vision, mission and values.
- Ensure strong performance standards are set to drive the ongoing development of the organisation.
- Facilitate effective and continuous communication amongst all Union stakeholders, including: staff, officers, members, volunteers, the Board of Trustees and the University.
- Develop and champion an organisational culture that is inclusive, values and celebrates equality and diversity and is focused on positive wellbeing.

Service Delivery and Innovation:

- Ensure that the Union's services continue to adapt and develop to meet the needs of members and that their impact is promoted and evaluated effectively.
- Seek out and evaluate opportunities to grow and diversify income streams.
- Maintain current, and develop future, commercial activity in line with the Union strategy.
- Ensure that regular feedback is sought out and acted upon to improve the organisation's work practices and promote a culture of learning and continuous improvement.
- Ensure sustainability is at the heart of all the services that the Union delivers.

About you

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Effectively influencing, engaging and communicating with a wide range of diverse stakeholders. Managing strategic relationships at a senior level. Implementing organisation-wide strategic plans. Leading, managing and developing people and teams. 	<ul style="list-style-type: none"> Experience in a students' union, Higher Education institution, membership or democratic, and/or charitable organisation. Generating income from a range of sources. Implementing an HR / People Strategy. Oversight of financial management, including formulation of budgets, planning, monitoring and control.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Ability to build and maintain strategic relationships with stakeholders at all levels. Demonstrable understanding of student leadership and an ability to drive a student-led culture. Able to demonstrate some knowledge of the issues, themes and trends affecting students and Higher Education. Able to empower others, providing appropriate levels of challenge, support and feedback. Effective coaching skills, with a supportive approach to creating high performing teams. Capable of understanding and meeting the needs of diverse audiences. 	<ul style="list-style-type: none"> Good financial literacy and ability to interpret financial information. Able to demonstrate an entrepreneurial approach to income generation and commercial development. Able to demonstrate knowledge of good governance principles. Ability to lead an effective people strategy. Capable of interpreting and analysing committee papers and reports.
Values and Attitude	<ul style="list-style-type: none"> A demonstrable commitment to our values. Strong commitment to equality, diversity and inclusion and able to engage people from all backgrounds and at all levels. Committed to high standards and focused on exceptional delivery and outcomes. Able to create and communicate a shared vision that energises and inspires staff, elected leaders and members. Passionate about working in a democratic, student-led environment. 	

How to apply

The closing date for applications is 12 noon, Friday 23rd April
Please reserve the following dates in your diary when you apply:

ACTION	DATE
Closing date for applications	12 noon, Friday 23rd April
Longlist interviews	Week commencing 10th May
Final Interviews and Selection Day	Week commencing 17th May

Your application should include:

- A covering letter setting out the motivating factors in your application.
- A personal statement that demonstrates how you meet the essential requirements set out in the Person Specification (max 2-pages).
- An up to date, detailed CV including all relevant employment history and expertise.
- A completed Equality Monitoring form, which can be downloaded from our website.

ATKINSON
HR consulting

Please send your application to our recruitment partners, Atkinson HR Consulting, via e-mail to:

louise@atkinsonhrconsulting.co.uk

For an initial, informal discussion about the role, please contact:

Louise Speksnyder louise@atkinsonhrconsulting.co.uk

Conversations with the Chair of the Board and/or current Chief Executive can also be arranged through discussion with Atkinson HR Consulting.



UNION
— OF —
KINGSTON
STUDENTS