APPLICATION PACK -

External Trustee x 3

Sub committee member x 3

Union of Kingston Students | November 2020

How would you influence one of the most diverse Student Unions in the UK?

Kingston students are different. Many of our students are the first in their family to go to university, many of us are commuters, and we have an exceptionally diverse student population. We represent 20,000 talented students, across four different campuses, and our students’ study everything from arts to astronautics. We are proud of all the different aspects of our diversity and believe that it makes us a vibrant organisation that is able to think of new ideas, transform lives and act as a force for good to support, empower and enrich the lives of all students at Kingston University.

We are emerging from a period of significant change; we have refocused our aims with a brand-new strategic plan until 2024, consolidated our activities, strengthened our relationship with Kingston University and stabilised our financial position. We have done this to better represent the ambition of our students, and they are now beginning to realise the power of this transformation. Change is never an easy or quick process, naturally, there are still challenges ahead, but we have built an excellent foundation for the Union and are excited to embark on the next stage of our development.

We are 1 year into our new strategic plan, and you will be joining us at an exciting point in time; where we start to look ahead to the future and begin plotting an ambitious plan that will develop us into one of the leading SU’s in the UK. You will have a significant opportunity to help shape this journey and ensure that we deliver on it.

**External Trustees (x2)**

**Sub Committee members (x3)**

**Reasonable expenses paid**

**The Roles**

We are looking forward to appointing External Trustees and Sub Committee members who can provide us with the strategic ability, financial acumen and experience of organisational growth to help us create an exceptional Students’ Union that our students can be proud of. We are particularly interested in candidates for our external trustees with strong experience within HR and People and Culture and candidates with experience of income generation (this could be from commercial growth, service development/innovation, bid writing or fundraising).

We are looking for specialist experience within our sub committees and we are looking for candidates with particular experience of accountancy/auditing, employment law as well as income generation within a commercial setting.

This is a Trustee Board like no other in the not for profit space and you will need to be able to work in partnership and communicate effectively across our wide range of stakeholders which includes students, staff, sabbatical officers, Trustees and university leaders. You don’t need to have a prior knowledge of the student movement, but you do need to be motivated by the opportunity to work with what are often first-time leaders within one of the most diverse organisations in the UK.

If you think you can help us realise our ambitions, we would love to hear from you!

**More information**

Application process is via CV. Please submit to Emily Taylor at E.Taylor@kingston.ac.uk.

For a confidential conversation about the role, please contact our Chief Executive Jamie Stratton on email – J.Stratton@kingston.ac.uk or our Vice President Welfare Hamad Momin on email vpwelfare@kingston.ac.uk

**Next Steps**

Application Deadline: Friday 11th December at 12pm

Interview will be 17th December 2020. This will be held via Zoom.

Union of Kingston Students

Role Description

**Role Title** External Trustee

**Term** 4 years from date of appointment

 With an opportunity to undertake a second term.

**Time Commitment** Between 4 and 6 meetings per year plus optional additional events in between.

**Member of** UKS Trustee Board and nominated sub-committees

**Remuneration** Out of pocket expenses for travel and subsistence.

ROLE PURPOSE

As a member of our Trustee Board you will champion and scrutinise the strategic direction of UKS. You will challenge the organisation to deliver a creative and exciting environment in meeting our aim of making student life better.

The Trustees are ultimately responsible for all activity within UKS. The Trustees are responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of a long-term strategy and approval of plans to deliver the strategy.

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Specifically you will work collectively:

1. To ensure that UKS works in accordance with the Constitution, charitable objects and upholds the mission and vision of the organisation.
2. To ensure that UKS uses its resources effectively and does not spend money on activities outside its remit, no matter how worthwhile or charitable those activities are.
3. Ensure that UKS complies with all relevant legislation and regulations, including relevant charity acts and education acts.
4. To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the Students’ Union, agreeing and monitoring overall strategy, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name, reputation and values of the Students’ Union.
6. To offer support to Union activities and advise on development opportunities.
7. To ensure the financial stability of the Students’ Union and ensure that the union does not undertake activity that damages this.
8. To protect and manage the property of the charity and ensure proper investment of the charity’s funds.
9. To monitor the performance of the Chief Executive through set objectives and to be responsible for any appointment processes for the Chief Executive.
10. To use personal networks and contacts to help drive development.
11. Participate fully in Board meetings and join one of the Board’s Committees.
12. Act in accordance with Nolan’s 7 principals for public life
13. Support and empower the student and officer trustees.

Additional duties of the post

Trustees are expected to use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions (it is anticipated that External Trustees will help to ensure an appropriate range of skills, knowledge and experience). This will involve:

* Scrutinising board papers and strategic documents
* Leading discussions
* Focussing on key issues
* Providing guidance on new initiatives
* Providing guidance on other issues as required, in which the Trustee has special expertise

Other

You will be expected to complete an Induction Programme and to participate in any training programme, meeting or conference considered relevant to the position. External Trustees should make themselves familiar with the Charity Commission’s guidance on external trustees ‘CC3’ by checking the following link <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Person Specification

Trustees should be:

* Committed to the purpose, objects and values of UKS.
* Committed to the development of student members and Elected Officers and willing to using a coaching style of leadership
* Constructive about other trustees’ opinions in discussions and in response to staff members’ contributions at meetings.
* Able to act reasonably and responsibly when undertaking Board responsibilities.
* Able to maintain strict confidentiality.
* Understand the importance and purpose of Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
* Able to analyse information and, when necessary, challenge constructively.
* Able to make collective decisions and stand by them.
* Able to respect boundaries between management and governance functions.
* Excellent role models who promote the highest standards of probity and integrity.
* Firm supporters of equality of opportunity and committed to promoting diversity.

**THE SEVEN PRINCIPLES OF PUBLIC LIFE**

* + 1. **Selflessness**

Holders of public office should act solely in terms of the public interest.

* + 1. **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

* + 1. **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

* + 1. **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

* + 1. **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless these are clear and lawful reasons for so doing.

* + 1. **Honesty**

Holders of public office should be truthful.

* + 1. **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.