



Student Trustee

Recruitment Pack

Thank you for your interest in this role at the University of
Gloucestershire Students' Union.

APPLYING FOR THIS ROLE

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.

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. Please see www.glos.ac.uk/discover/heritage/pages/our-heritage.aspx.

Our Vice Chancellor, Clare Marchant, took office in August 2023 and is committed to work in partnership with the Students' Union. 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.

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 3 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.



IMPORTANT DATES

Closing Date: 21 May 2025

Interview Date: 10 June 2025

Returning your application: Candidates are encouraged to arrange an informal conversation with our Education and Community Officer, Kit Boulting-Hodge, in advance of submitting an application. Please contact Kit Boulting-Hodge via email at kitboulting-hodge1@glos.ac.uk. To submit your application please email Kit as well 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.

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 up to 5 student trustees and together with the 3 officer trustees and up to 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.



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 the responsibilities associated with being a charity trustee.

What's in it for you: This is a great opportunity to develop valuable skills and gain experience across all aspects of the Students' Union as a functioning charity and business. You'll contribute to the SU's strategic direction and be a respected voice at the table.

We'll support you with a full induction, external training opportunities, and an annual appraisal to help you grow in the role. While the position is unpaid, reasonable expenses such as travel to Board meetings will be reimbursed. Beyond the professional development, this is a rewarding chance to support the SU's mission to enhance the experience of over 9,000 students.



RESTATING OUR VALUES

UoGSU is a value-driven organisation. The work we do has the power to impact the real, lived experiences of our members — and how we do it is incredibly important. To all our members and stakeholders, we promise to be:

Inclusive:

We advocate for equity. Everyone is welcome at UoG, and we've got your back — regardless of your background or identity.



Democratic:

We empower our members to be decision makers. We're student-led, with student needs at our very centre, shaping the work we do.



Courageous:

We recognise that change is often a good thing. We're willing to make brave decisions and work with our members to do things differently — and we're always honest about our limitations.



Sustainable:

We prioritise decisions that contribute positively to environmental, social and economic sustainability, for the benefit of our members, our stakeholders and the wider community. We acknowledge the interconnectedness between decisions we make and our impact on the world around us.

Strategic plan 2024-27: our three areas of focus

Our strategic activity from 2024 to 2027 is grouped into 3 areas of focus:

- 1. The core role of the SU**
- 2. Developing student communities**
- 3. Being a critical partner**

You can read our full strategy document online [here](#) and please do contact us to discuss any details pertinent to this role.

ROLE INFORMATION

Main duties and responsibilities

Trustees will:

- 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 SU resources and how those resources have impacted on different areas of the SU's work.
- The effectiveness of the Board as a whole.

Financial oversight

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

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.

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 that would be useful for the role.

Experience	Essential or Desirable
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