

ITY OF  
STERSHIRE



# External Trustee

## Recruitment

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

# APPLYING FOR THIS ROLE

Dear Applicant,

Thank you for your interest in the role of External Trustee at the University of Gloucestershire Students' Union (UoGSU).

The University of Gloucestershire Students' Union (UoGSU) represents the interests of the University of Gloucestershire's 9,000 students. The University has campuses in both Gloucester and Cheltenham and strong partnerships with other educational institutions in Gloucestershire and neighbouring counties. The University campuses all have rich histories as educational providers. Please see **our heritage**.

Our Vice Chancellor, Dame Clare Marchant is committed to work in partnership with the Students' Union (SU). 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 and is developing a broader commercial strategy to support growth of our services.

The SU is currently implementing its 2024-27 Strategic Plan. We have three focus areas - the core role of the SU, developing student communities and being a critical partner. Our full strategy document is available **here**. UoGSU is a values-driven organisation. The work we do has the power to impact the real, lived experiences of our members. How we do it is extremely important. To all our members and stakeholders, we promise to be Inclusive, Democratic, Courageous and Sustainable.

External Trustees provide valuable expertise, insight and support as well as ensuring that the SU meets all its governance and legal obligations as required by the Charity Commission and Companies House. It is a rewarding, interesting and enjoyable role particularly suited to individuals keen to support young people and early career professionals with the challenge of balancing their well-being with academic success.

I do hope you take this opportunity to join us. Please read on for further information and how to apply.

**Jeremy Davies**, Chair of the Board of Trustees

# EXPERIENCE AND EXPERTISE

We would like our new trustees to have experience and expertise in one of the areas listed below:

- Social Enterprise
- Finance
- Commercial Development
- Business Performance
- Charity governance

All applicants will need to be comfortable reading and understanding financial information (or be willing to learn more about this aspect of the role). They should also have the following:

- An understanding of business management.
- A willingness and ability to devote the necessary time and effort to attend board and other meetings, including preparing and reading for those meetings.
- A willingness to speak their mind and contribute.
- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- An understanding and acceptance of the role of a Charity's Board of Trustees (including the legal duties, responsibilities, and liabilities of Trusteeship).
- A commitment to act in accordance with the Nolan principles for ethical conduct in public service and the SU own values.
- Recent experience of the higher education sector or of Students' Unions and/or experience of board governance is desirable but not essential.



# 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.

**Sub-committees:** All trustees will Chair or sit on our board sub-committees – the Audit & Risk and People Committees. These committees usually meet up to 4 times each year and are scheduled to fit trustee availability. Board members will also need to be available to approve decisions electronically between meetings if required. If feasible, Board members are also encouraged to visit the SU and observe major events such as Welcome.

**Rewards:** The role is as an unpaid volunteer but all reasonable out of pocket expenses such as travel to board meetings will be reimbursed. We will provide the support new trustees need to perform effectively in the role including an annual review, induction, and opportunities to attend external training. We hope that trustees will regard the role as an excellent opportunity to develop their own skills and experience, and their C.V, as well as the reward of knowing they are helping the SU in its work in enhancing the experience of the students we represent.

## Your Applications

If you would like to have an informal conversation about the role, please email Connie Price: [cprice2@glos.ac.uk](mailto:cprice2@glos.ac.uk)

You can apply by clicking [here](#), where you will have the opportunity to upload your CV and covering letter. We are looking for you to tell us about why you are interested in joining us as a trustee, your relevant experience and the expertise you would bring to the role.



# ROLE DESCRIPTION

## Main purpose of the job

Our Trustees are responsible for the overall governance and strategic direction of the Students' Union. This includes effective use of resources, maintaining the long-term financial viability of the organisation and the well-being of staff.

## Main duties and responsibilities

### Trustees will:

- Act as voting members of the Board with full authority and responsibility to develop and approve policies, procedures, and regulations for the operation of the University of Gloucestershire Students' Union (UoGSU) and monitor the Students' Union's (SU) financial projects and overall performance.
- Ensure the SU focuses on its charitable purpose and follows and implements the policies adopted by its membership.
- Discuss and approve any changes to the mission and purpose of UoGSU that they feel may be required.
- Approve the long-term financial plan of the SU.
- Define financial goals and targets.
- Evaluate the SU's performance on an ongoing basis against the UoGSU strategic plan and approve adjustments in response to the external context.
- Appraise and assess the reliability of the long-term financial plan of the SU.
- Benchmark financial goals and targets against accepted financial standards.
- Ensure the well-being of staff and the capacity of the SU to deliver its mission.
- Review, discuss and formally approve all applications for the charitable grants the SU wishes to make.
- Be active members of at least one Board sub-committee. (The Finance Trustee will chair the Audit & Risk sub-committee).
- Make decisions proposals from the sub-committees of the Board.
- Confirm the appointment of the external auditors and endorse their continued employment on an annual basis.
- Interpret and rule on the Articles of Association as required.
- Monitor expenditure in line with the agreed budget.

### Evaluate and review:

- The SU'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 on an annual basis.
- 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.

# ROLE DESCRIPTION

## Institute and oversee:

- SU-wide policies such as EDI and Sustainability so that they cover all areas of the SU's work and meet Charity Commission requirements.
- Policies in relation to recruitment, staffing and personnel.
- policies relating to financial practice and reporting.



# PERSON SPECIFICATION

This section describes the qualities anticipated in our Trustees 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.

Requirments	Essential or Desirable
Experience and expertise in financial management, governance, and oversight. <b>(Finance Trustee Only)</b>	E
Qualified accountant or equivalent. <b>(Finance Trustee Only)</b>	E
An understanding of 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
Excellent 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 with the Nolan Principles for Ethical Conduct in Public Service and 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

## Requirments

Recent experience of the higher education sector or of Students' Unions.

D

Experience of Audit and Risk committee work.  
**(Finance Trustee Only)**

D

Experience or knowledge of board or charity governance.

D

Desire to work within a student led environment.

D

Comfortable reading and understanding financial information or be willing to learn more about this aspect of the role. **(Non-Finance Trustee Only)**

D

## University of Gloucestershire Students' Union

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UGSU is a part of the National Union Of Students

UGSU represents students from the

University of Gloucestershire

The University of Gloucestershire Students' Union is a registered Charity No.1148393 and registered company No.8155140.



# 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.