

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd



Student Trustee Recruitment Pack
..... APRIL 2019

Dear Student

Thank you for your interest in becoming a Trustee at Cardiff University Students' Union. A strong and active Board of Trustees is essential for us as we build on recent successes and continue to move forward. We are looking for new Student Trustees to provide more strength and depth to the Board and ensure that the Union continues to develop.

The Students' Union is a not for profit membership organisation, independent of Cardiff University which currently has a student population over 30,000 full- and part-time students. The Students' Union provides a range of services for its members including academic representation, commercial operations and financial and welfare advice. It receives a grant from Cardiff University, and generates other income from its commercial outlets such as venues, bars, Jobshop and Cardiff Lettings. It is governed by a Board of Trustees comprising elected Sabbatical officers, Student Trustees (which this pack relates to) and external non-student appointed Trustees. The Board is supported by a Senior Management Team, around 100 salaried staff and around 300 student staff.

Further information on the Students' Union can be found at cardiffstudents.com

This pack and associated links should provide you with everything that you need to support your application. If you have any questions, or would like an informal chat about the role, please contact Kate Owen, Head of Executive Support suexecoffice@cardiff.ac.uk or 02920 781404.

TO APPLY:

- Send your CV, plus a supporting statement detailing why you are applying for the position and how you meet the requirements to Kate Owen suexecoffice@cardiff.ac.uk.
- Your supporting statement should be no more than two sides of A4.
- Your supporting statement should show how you meet the requirements described in the person specification in this pack.

- Complete the [Equal Opportunities Monitoring Form](#).
- The closing dates for applications is 12 noon on Friday 3 May 2019.

We do hope you decide to apply for this position.

Yours faithfully,



FADHILA AL DHAOURI

**Students' Union President &
Chair of the Board of Trustees**



DANIEL PALMER

Students' Union Chief Executive

About the Union



Cardiff University Students' Union (CUSU) has a vision of working with every Cardiff student to enhance their university experience. As a student-led, independent part of the university, CUSU represents students and provides a diverse and inclusive range of activities and services that enrich student life. These include advice, training, skills development, volunteering opportunities, employment and other services that promote inclusion, friendship and personal development. CUSU supports over 200 student societies and 60 sports clubs that boast more than 10,000 members. CUSU is also the recognised voice of students at Cardiff University, joining students in campaigning about the issues important to them.

CUSU is based on Park Place and at the Heath Park campus, employing over 100 permanent staff and 300 student staff. The trading subsidiary of CUSU, Cardiff Union Services Limited, manages a purpose built facility in the centre of Cardiff and operates cafes, shops, bars and events that help fund CUSU's charitable activities. The organisation achieved 'Excellent' accreditation under the National Union of Students Quality Students' Unions quality mark, as well as has achieving Investors in Diversity Stage 2, and the 'Gold' award through the Best Bar None Accreditation Scheme. CUSU aspires to have a positive impact on the wider community in Cardiff, and is consistently graded the number one Students' Union in Wales and in the top four in the UK for student satisfaction. We are a Sunday Times Top 100 Non-Profit Best Companies to Work For.

We have recently adopted a new [three year Strategy](#) to take us through to 2021.

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OUR STRATEGIC VISION IS TO WORK WITH EVERY CARDIFF STUDENT TO ENHANCE THEIR UNIVERSITY EXPERIENCE.

OUR VISION IS UNDERPINNED BY OUR VALUES OF STUDENT LEADERSHIP, INCLUSION, PARTNERSHIP AND DIVERSITY.

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The four themes of our Strategic Purpose are:

- **The Heart of Student Life** – to maintain our place at the heart of student life and prepare for the Centre for Student Life.
- **Home of the Student Voice** – We will develop our role as the home of the student voice, cultivate our relationships across the university and enhance communication with our stakeholders.
- **Sector Leading Facilities and Services** – We will create and support the development of sector-leading activities and services that help make students succeed.
- **Engaging our less engaged communities** – we will engage with Heath Park and less-engaged student communities so that the Union means something to every Cardiff student.

The role of Student Trustee



The successful candidate(s) for the position of Student Trustee will become a member of the Students Union Board of Trustees.

WHO IS ON THE BOARD OF TRUSTEES?

The Board comprises 15 members and meets at least four times a year to carry out its business. Trustees are elected (or selected) via the criteria established within the Union's [Articles of Association](#) to ensure both student leadership and the recruitment of professional expertise.

- The Board currently comprises
- Seven Sabbatical Trustees
- Three Student Trustees
- Two University Nominated Trustees
- Three External Trustees

SABBATICAL TRUSTEES

The Sabbatical Trustees are the seven annually elected sabbatical officers who act as the Union's primary student representatives and who take on specific portfolios of responsibility. Sabbatical officers are paid employees who take a year out of their studies, or carry out the role after completion of their final year, to undertake the role. The Union President is a Sabbatical Trustee and oversees the work of the other sabbatical officers. The Union President is the Chair of the Board.

STUDENT TRUSTEES

This is the role to which this application pack relates. The Student Trustees are studying students who undertake the role on a voluntary basis whilst completing their studies and can serve for up to two years. Students recruited via advertisement and selection methods such as interview, similar to applying for a paid job, and are recruited based on their knowledge, skills and experience.

UNIVERSITY NOMINATED TRUSTEES

The University Nominated Trustees are nominated by the University Council, with at least one of them being a serving member of the University Council. The University Nominated Trustees bring professional skills to the Board as well as an excellent understanding of Cardiff University. University Nominated Trustees undertake the role on a voluntary basis for four years and can serve a maximum of four terms.

EXTERNAL TRUSTEES

The External Trustees are nominated by the Board based on their professional knowledge, skills and experience they can bring to the Board. External Trustees undertake the role on a voluntary basis and often take on additional responsibilities within the sub-committees of the Board. External Trustees serve four year terms and can serve for up to four terms.

What does the Board of Trustees do?

The Trustee Board is responsible for the overall strategy, management and finances of the Students' Union. The focus of the Board of Trustees is to ensure that the resources of the Students' Union are applied effectively for the purposes of, and furtherance of, its aims and objectives

IT IS THE BOARD'S RESPONSIBILITY TO:

- Give strategic direction, determining and safeguarding the mission and vision of Students' Union.
- Take the decisions required for the proper control and management of the Students' Union.
- Ensure that there is a clear structure for governing the organisation, including defining the role of any focus groups, Committees or Sub-committees.
- Ensure that the Students' Union has adequate financial resources for its activities.
- Act prudently to protect the assets and property of the Students' Union.
- Ensure that the Union complies with its own governing documents, relevant laws and the requirements placed upon it by its funders and/or other bodies.
- Review the risks to which the Union subject, act to mitigate these risks, and to ensure sound risk management.
- Deal with the appointment, assignment, appraisal, grading, suspension, dismissal and determination of the pay and conditions of service of the Chief Executive and after consultation with the Chief Executive, of the members of the Senior Management Team.
- Act as a responsible employer.
- Constitute Committees and Sub-committees to carry out the required duties of the Board effectively.



Person Specification

EXPERIENCE AND BACKGROUND

	HIGHLY DESIRABLE	DESIRABLE
Evidence of successfully working in a leadership or governance role (this could be through work or voluntary experience)	X	
Experience of successfully dealing with strategic issues, including interpretation of complex information and business planning		X
Experience of working within in an educational or service environment		X
Experience of developing a culture that meets the needs of and engages with, customers, staff and stakeholders in a high performing environment		X

KNOWLEDGE

An understanding of management principles and practices, in particular, performance management and business planning		X
Knowledge of the effective governance of organisations (public, private or third sector)	X	
Understanding of best practice in the management of customer focused operations		X
Knowledge of relevant legislation and statutory requirements, including charity law, employment law and/or health and safety law	X	

SKILLS AND ABILITIES

Commands confidence, with the skills and acumen to develop productive relationships with a range of stakeholders	X	
Sound judgement and ability to think corporately and strategically; ability to handle competing priorities and make informed decisions	X	
Strong communication skills, with the ability to relate to and communicate effectively with people at all levels	X	
A resourceful individual who has credibility because of what they do and how they do it	X	
Ability to attend Board meetings at least four times a year	X	
Ability to serve as a member of and attend at least two Committees of the Board of Trustees at least four times a year.	X	

VALUES AND ATTITUDES

A leader on equality of opportunity who values diversity and removes barriers to equality	X	
An excellent role model who promotes the highest standards of probity, integrity and honesty	X	
An effective leader who is positive, determined and resilient enough to cope with the demands of the role	X	

Terms and Conditions

The post is an unpaid position. Appropriate expenses will be paid in line with the Students Union policy. Your term of office will be for one year, from 1 July 2019.

You may be removed from office via the process outlined in the [Articles of Association](#).

Meetings are held as often as Board business requires, but a minimum of four times per academic year. Committees also meet around four times a year each, and Student Trustees will be expected to be a member of at least one Committee. One Student Trustee will also be a member of the Board of Directors of Cardiff Union Services Limited (CUSL), the Union's trading company.

Under the Charities Act 2008, you are disqualified from being a Student Trustee if:-

- You are under 18 years of age
- You have been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- You are an undischarged bankrupt
- You have ever been removed from office as a charity trustee by a Court or by the Charity Commission
- You have been disqualified under the Company Directors Disqualification Legislation
- You have made compositions with any creditors from which you have not been discharged

RECRUITMENT TIMETABLE

- Applications close: 12.00 noon on Friday 3 May 2019
- Provisional interview date: Wednesday 8 May 2019
- Successful candidates to be nominated for ratification at Student Council on 14 May 2019
- Further information on the role of trustees can be found from the [Charity Commission](#) or the [National Council for Voluntary Organisations](#) (NCVO).





CARDIFFSTUDENTS.COM