



We are currently recruiting for an exciting and rewarding role:

Student Trustee

Salary: The role of Trustee is unpaid, although expenses for travel may be claimed.

Location: Ormskirk Campus

Time commitment: 4 Board meetings per year each lasting 2 hours (usually on a Monday night 6-8)

Reporting to: Board of Trustees

Edge Hill Students' Union is a membership organisation – everything we do is shaped by students and supported by a team of staff. We have an ambitious new strategic plan which seeks to create the best student experience we can for as many students as possible, and we're here to make sure ALL Edge Hill student voices are heard, valued and acted upon.

As an organisation, we live by a core set of values:

- **Democracy** - ensure the voice of our students help to shape all of our services and we achieve measurable success for all our students and relevant stakeholders
- **Ambition** - set high goals and commit to improving the quality of everything we do for our students
- **Creativity** - be open to new ideas, embrace change, and take calculated risks to develop services that our students need
- **Integrity** - never compromise our reputation and always act in the best interest of our students

Becoming a Trustee of any organisation is an exciting and fulfilling role. The most effective Boards are ones which draw upon the experience and expertise of individuals from a diverse range of backgrounds, experiences and skill sets. For this specific role, you will be tasked with ensuring that Edge Hill Students' Union fulfils its duty as a representative body for Edge Hill students, and to ensure that we deliver on our vision, mission, and values.

Our vision is to create the best student experience we can for as many Edge Hill students as possible. Specifically, we aim to:

- Be recognised by Edge Hill students and the University as the provider of excellent, effective advice and representation on academic and welfare matters
- Provide quality, well-used membership and commercial services for our diverse student body
- Be acknowledged by Edge Hill students as having made a positive difference to their lives

Main Duties and Key Responsibilities

- To ensure that Edge Hill Students' Union complies with its governing document, otherwise known as its constitution, or memorandum and articles of association.
- To ensure that Edge Hill Students' Union pursues its objectives as defined in its governing document.
- To ensure that Edge Hill Students' Union applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Edge Hill Students' Union.
- To ensure the effective and efficient administration of Edge Hill Students' Union.
- To ensure the financial stability of Edge Hill Students' Union.

- To protect and manage the property of Edge Hill Students' Union and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive Officer and monitor their performance.

In addition with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Experience

- An ability to understand the issues that affect students of today
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge Skills and Understanding

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Good, independent judgement and vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

How to Apply

To apply for this role, please send a copy of your CV, along with a statement outlining how you meet the criteria outlined in the person specification, to malonep@edgehill.ac.uk

Should you wish to have an informal conversation about the role of being a trustee with the Chief Executive, Paul Malone, please email me at malonep@edgehill.ac.uk and I will be get back in touch.

The closing date for applications is 5pm on Friday 25th October 2019. Interviews will then be arranged for shortlisted candidates. Due to the high volume of applications we receive, we are not able to contact candidates who have not been shortlisted.

Person specification

Job Title: Student Trustee

Criteria	Essential	Desirable	Assessed
Knowledge & Understanding	<ul style="list-style-type: none">• Knowledge and understanding of Edge Hill Students' Union's mission and strategic goals.• Awareness of the role of a Students' Union, and the confidence to ask questions where necessary.	<ul style="list-style-type: none">• Interest in disciplines such as accountancy, law, the media, marketing.• Understanding or possible interest in commercial services.	Application Interview
Experience of Working in a Team	<ul style="list-style-type: none">• Ability to work collaboratively, with several other trustees from various professional backgrounds.• An eagerness and drive to oversee the governance of a fast-growing organisation, including factors like financial health, probity of activities, and developing the organisation's aims, objectives and goals.	<ul style="list-style-type: none">• Demonstrable experience sharing expertise and working collaboratively on complex projects alongside several stakeholders.	Application Interview
Personal Qualities	<ul style="list-style-type: none">• The ability and awareness to understand the individual and collective responsibilities of the role.• The ability to critically think, and to assess information independently, relaying thoughts and opinions in a clear and democratic way.	<ul style="list-style-type: none">• A desire to expand individual expertise and skillsets, and to become knowledgeable in all of Edge Hill Students' Union's aspects of governance.	Application Interview