

Hello there candidate!

Thank you for your interest in the role of Chief Executive at the University of Salford Students' Union (USSU). As a Students' Union, we are committed to improving the experience for current and future students at the University of Salford.

Day in day out, our elected student leaders work with our professional staff team support to achieve positive change. We campaign, we provide services and we deliver wide range activities with and for students. Working with Salford students is inspiring, and we are busy building a Students' Union that makes impactful change.

We are ambitious. And we want to build on our 70-year history to become an even stronger force for positive change for University of Salford students' and wider society.

The last three years have seen us develop a culture based on strong values – we pride ourselves in being student-centric.

As an organisation, we are in an exciting period of change. We will be developing a new strategy and we have a new management team in place. USSU is a great place to work with an incredible and supportive staff team.

With these building blocks in place, we look forward to welcoming you as we prepare for the next stage of our development.

This is an excellent opportunity to take us from our aspiration to inspiration.

Do you want to work in fast paced, student led organisation? Are you creative and innovative? Are you excited by the idea of leading a vibrant and collaborative charity?

If this sounds like you, then please submit an application for this challenging and rewarding role, as we continue on our journey.

BAME recruitment is handling this appointment for us. They will be able to answer any questions you have, or point you in the right direction.

Wish you the best of luck!

Zamzam Ibrahim



President & Chair of Trustee Board,
University Of Salford Students' Union



For an informal discussion regarding the post please contact BAME Recruitment:

Enny Muyambuki enny@bamerecruitment.com
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BAME Recruitment 020 3753 5584

Applications:

To apply for this position please email your CV and a Cover letter that outlines how your skills, experience and qualifications match those set out in the person specification and job description to CV@bamerecruitment.com

Closing date: 11th March 2018

Panel interviews and meeting stakeholders at USSU: 5-6th April 2018



About us:

We are a democratically run charity, led by elected [student representatives](#) who work to represent our members academic interests and to make sure their University experience is the amazing, life changing experience it should be. We are independent of the University and work entirely for our members. Our aim is to help our members love their life at the University of Salford.

Our Governance:

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union's Trustee Board. The membership of the Trustee Board is as follows:

- Five Sabbatical Trustees (1 x President, 4 x Students' Union Officers each of whom is responsible for one of the University's 4 academic Schools)
- Four Student Trustees (appointed by the sabbatical officers and external trustees)
- Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union's performance.

Strategic Plan:

Our current strategic plan will be coming to an end in 2018 and this is an exciting time to join the organisation and help shape its future. This post is critical to the successful development of a new strategy.

Our current strategic plan can be found [here](#).

Benefits:

- Competitive Salary
- Annual leave entitlement of 31 days (inc. Bank Holidays) plus Christmas Closure
- Non-contributory Permanent Health Insurance Scheme*
- Contributory pension scheme*
- Training and Development opportunities
- Flexible Working
- Staff Social Events
- NUS extra discount card*

*Subject to qualifying periods and/or contribution

Some of the things we do:

- Offer academic support and advice in our [Advice Centre](#)
- Provide over 100 different [societies](#) and [sports](#) teams to join
- Support our award winning student radio station [Shock Radio](#)
- Run [Campus Leagues](#), giving the opportunity to participate in social sport
- Run '[Give Sport A Go](#)' sessions, allowing participation in a variety of sports with no commitment
- Run fun [social events](#), including club nights, cultural events, pub quizzes and more
- Sell [discounted tickets](#) for Manchester United, Manchester City and Bolton Wanderers football games
- Offer our members the chance to [participate and lead](#) in University governance and leadership
- Provide paid job opportunities for students to work in Atmosphere, Student Activities, Info Point and as promotions staff
- Provide a relaxed, safe social space and a place to unwind with low costs drinks and meals in [Atmosphere Kitchen and Bar](#)
- Run [student elections](#), giving our members a voice – to stand and vote
- Coordinate and work with the University of a variety of events, including Welcome Week
- Sell [NUS extra](#) discount cards, providing you with discounts at many popular high street shops and services
- Provide a [payment point](#) for bills and transport ticket at our finance office window

About the University:

Salford is an ambitious University, with 20,000 students contributing enormously to the local economy and their expertise transforming individuals and communities through excellent teaching, research, innovation and engagement.

They are leading in areas that include health, energy, media and the built environment and have completed impressive work with business and industry partners.

The University of Salford is a friendly, vibrant and pioneering organisation. They continually invest in their campus, facilities and industry partnerships to enhance the student experience and provide opportunities to develop the skills needed to succeed in students' future careers.

Salford has an international reputation as a research-informed institution that creates and applies new ideas, turning them into opportunities to benefit individuals and the knowledge economy, via a portfolio of over £20 million across research and enterprise.

Each year, the University of Salford works with hundreds of businesses to solve technical, commercial and strategic problems. They undertake contract research, work together on collaborative projects and support thousands of students to gain work experience and employment.

Statement of support from Dr Sam Grogan, Pro-Vice Chancellor Student Experience, University of Salford

The University of Salford enjoys a strong and productive relationship with the Students' Union, with co-production at its heart. The USSU and the University are deeply committed to working together towards continued enhancement of a bold and distinctive student experience at Salford, ensuring our students are enabled to succeed in their chosen path.

We are particularly keen to attract a Chief Executive who will continue to build upon the constructive work of the last two years: who will have a collaborative approach and who will enable the Students' Union to continue to play its full part in supporting students through the opportunities and challenges they face in the future.

Dr Sam Grogan

JOB DESCRIPTION:

Job Title:	Chief Executive Officer
Responsible to:	The Board of Trustees, via the Union President/Chair of the Board of Trustees
Responsible for:	All staff and resources in the Students' Union
Direct reports:	Director of Governance and Resources, Director of Strategy and Culture (Overall responsibility for c37 permanent staff and c50 casual staff)
Strategic relationships:	Sabbatical Officers, Trustees, Senior University Staff, Senior Managers of other students' unions, NUS, suppliers, representatives of the local community
Financial responsibility:	In excess of £2m income
Purpose of Post:	To work with elected representatives to ensure that the Students' Union's vision, goals and core values are achieved through collaborative and engaging leadership and the effective management of the organisation's resources, to create the best possible student experience at the University of Salford

Main Duties and Responsibilities

STRATEGIC DIRECTION

1. Lead the development of the strategic plan using appropriate management information, research and consultation methods to ensure that the strategic direction of the organisation reflects and meets the current and future needs of students.
2. Lead the delivery of the strategic plan through the efficient management of resources and finances, and through continuous development plans linked to strategic themes and goals. This will enable them to become the central drivers of the Students' Union work.
3. Ensure there is continuous monitoring and reporting of the impact made by the Students' Union and its strategic plan.
4. Involve the Sabbatical Officers in developing and delivering the strategic plan.
5. Work with the two Directors and other staff to ensure there is a joined up approach to delivering the overall strategy.

LEADERSHIP AND RELATIONSHIP MANAGEMENT

6. Coordinate a comprehensive induction programme for incoming Sabbatical Officers and Trustees, and support the Sabbatical Officers to achieve their annual plans, campaigns and activities.
7. Develop and maintain a strong relationship and partnership with the University, enabling the Students' Union to work effectively with the University on joint initiatives, but also to act as an effective critical friend for the benefit of students.
8. Ensure collaboration with organisations and individuals throughout the city to raise the profile of the Students' Union and improve the student offer, and develop relationships with other key external stakeholders such as other Students' Unions and the National Union of Students.
9. Lead the development of good relationships between the Trustee Board, Sabbatical Officers, staff and the University.
10. Personally role model the Students' Union values. Lead on embedding the values in the behaviour of our Sabbatical Officers and staff, taking responsibility for nurturing a collaborative and inclusive working environment at all levels.
11. Provide strong, focused, inspirational and visible leadership for staff, creating a student-focused, accountable and high-performing team which will, both individually and collectively, sustain the Students' Union for the long term. Ensure that staff engagement and morale are developed and maintained.
12. Ensure there are appropriate people management systems in place to enable managers to support the performance of others.
13. Lead the strategy to continue the transformation of the culture within the organisation where staff are motivated and supported to learn and to develop their skills, enabling continuous improvements.
14. Encourage decision making and personal responsibility, cross team working, two way communications, high quality customer service and a sound approach to health and safety.
15. Drive and align necessary cultural change initiatives aimed at improving performance across the organisation.

STUDENT ENGAGEMENT, SERVICE DELIVERY, FINANCE AND RESOURCE MANAGEMENT

16. In collaboration with internal/external stakeholders and partners ensure the promotion of a co-creative environment for students to engage with the Students' Union to enable them to fulfil their potential and aspirations.
17. Ensure that students are engaged in the design and delivery of services and that their views are reflected in the strategic and operational plans of the Union.
18. Work with the Trustee Board, the University and other partners/funding bodies to deliver long term financial sustainability for the Students' Union by identifying and maximising opportunities for new services which are reflective of student needs and which enable the Union to maximise its commercial revenue/exploit alternative funding sources.

19. Take responsibility for leading the budget process and scrutinising the monthly accounts at the same time as empowering staff to be responsible and accountable for their budgets.
20. Ensure that effective financial policies, procedures and management information systems are in place with appropriate systems for monitoring their effectiveness.

GOVERNANCE/COMPLIANCE

21. Ensure the Students' Union governance structure is effective in supporting appropriate connections with members and the development of sound and robust scrutiny.
22. Ensure effective governance of the Students' Union ensuring there is high quality professional advice to the board.
23. Ensure compliance with legal, financial and probity issues in accordance with organisational and statutory requirements.
24. Be responsible for risk management in relation to the operation of the organisation and in line with current legislation.
25. Any other duties, commensurate with the grade of the post.

Person Specification: Chief Executive Officer

	Criteria	Essential	Desirable
	Experience		
1.	Experience of demonstrably successful senior leadership in an organisation of significant size, scope and complexity.	x	
2.	Evidence of experience of the formulation and implementation of strategic plans that have delivered identified outcomes.	x	
3.	Evidence of substantial business acumen that has included the assessment and implementation of innovative & customer focused initiatives.	x	
4.	Experience of building and maintaining effective partnerships.	x	
5.	Extensive experience of financial management including the formulation of budgets, financial planning, monitoring and control.	x	
6.	Demonstrable success in the planning and delivery of successful change programmes.	x	
7.	Demonstrable experience of engaging with students and/or customers to deliver an outstanding level of service.	x	
8.	Experience of leading and managing staff effectively, creating an environment where staff are motivated and supported to achieve team and organisational goals.	x	
	Knowledge, understanding, skills, abilities and personal qualities		
	Communication skills		
9.	Evidence of being an excellent communicator, networker and achiever who can articulate the vision of an organisation to a wide range of internal and external stakeholders.	x	
10.	Effective practical communication skills, both written and verbal, report writing skills, experience of delivering presentations and communicating with staff at all levels.	x	
	Student Experience/Customer Service		
11.	An understanding of the issues surrounding Student Unions in the Higher Education sector.		x
12.	An understanding of general trends in the student market and specific trends in student lifestyles.		x
13.	Ability to identify new or potential areas of improvement within our services to enhance the student experience	x	
14.	Knowledge of how to reach diverse groups of students and provide relevant services/activities to engage them		x

	Leadership		
15.	Ability to lead and develop a culture putting students first.	x	
16.	Ability to work with elected Officers, gaining their trust and providing them with advice, support and guidance towards adopting an appropriate strategic direction.	x	
17.	An understanding of how to scope, initiate and lead cross- functional strategic initiatives across various departments/areas.	x	
18.	Ability to work in a governance structure that supports the values/strategy of a Students' Union.	x	
19.	Ability to embody and deliver the USSU values (see above).		x
20.	Ability to deliver results in both service delivery and financial terms within tight financial limitations and conflicting priorities.	x	
21.	Ability to balance consultative skills with those of decisive leadership.	x	
22.	Ability to lead and inspire high calibre Directors and Management team.	x	
23.	Excellent interpersonal skills; able to lead, engage and enthuse.	x	
24.	A good understanding of equality legislation and how to embed it into an organisation's culture.	x	
	Problem solving and decision making		
25.	Ability to analyse and solve problems with an appreciation of longer-term implications.	x	
26.	Evidence of being a shrewd, intellectual, creative and lateral thinker.		x
	Personal effectiveness		
27.	Positive and outgoing with a 'can do' attitude.	x	
28.	A determination to deliver results.	x	
29.	Resilience and toughness under pressure.	x	
30.	Diplomatic, approachable, flexible and open minded.	x	
31.	Ability to network and have personal integrity and credibility.	x	
32.	A strategic, innovative thinker who can articulate their vision to others.	x	
33.	Experience of developing and maintaining a network of contacts throughout own work area.	x	