



External Trustee

January 2019

Section One – Governance

Welcome and thank you for your interest in becoming a trustee of the Students' Union.

This section aims to provide information regarding how the Students' Union works and how the current governance and resources are managed.

1.1 The Students' Union

The University of Salford Students' Union (USSU) is the independent representative body of students at the University. The Students' Union is a registered charity.

Our new trustee will join us at an exciting point in our development, as we shape our future through the development and delivery of a new strategic plan for 2019 onwards.

Our mission:

We believe that our purpose should be to identify and then work to remove barriers to education, in whatever form they exist for students at Salford. We want to test this idea with students over the coming months and implement a strategy to begin this work.

We are looking for a dynamic individual with a successful history in Finance and/or HR to support us to deliver brilliant things for our members at this crucial time.

Our culture:

The best thing about USSU is our culture. As we grow, we want to have a culture that we are proud to share with anyone who comes into contact with the Students' Union, and want you to help us shape it.

We currently hold six core values closely, which define and manage the way we work. They are reflected in everything we do and every interaction we have. These may also change through our strategic planning process.

We are:

Passionate: being enthusiastic and believing in students

Devoted to Integrity: owning our behaviour and practicing what we preach

Dedicated: having an in-depth understanding of all our students and their needs

Ambitious: using innovative thinking to be the best

Open: being transparent, accountable, sharing ideas and information

Enthusiastic about Equality: bringing fairness and equality of opportunity into everything we do

1.2 Governance

The Union's work is determined by its members, through the annual election of a team of student representatives who make up the majority of 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 External (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, paid, officers of the Union, and work 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 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.

1.3 Finance & resources

The Union receives an annual grant from the University to fund its activities, and has an annual turnover of £1.8m. The grant and the surpluses generated from the commercial operations enables the Union to spend fund the direct provision of student representation, recreation and development activities.

35 people make up the permanent staff team and approximately 50 student casual staff members are employed on a seasonal basis.

1.4 Student services

The Union is involved in a wide range of activities. Our core purpose is to represent students, deliver projects and activities which enhance the student experience and remove barriers to their education. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student sport/activity groups, trains and develops over 500 student representatives and operates a Student Advice Centre.

The Union's commercial activities and interests include a food-led licensed venue and events throughout the year.

1.5 Our Strategic Plan

We are currently in a process of reviewing our strategic plan. To give you a flavour of the work the union has undertaken in recent years, we have included our previous strategic plan below. We expect some or all of this to change as part of the current review process.

The themes and goals within the strategic plan for 2015-2018 were:

Supporting students to build authentic communities

Goal One: Develop a vibrant USSU, providing excellent accessible facilities, activities and services that are friendly and meet the aspirations of all our students.

Goal Two: Create extensive opportunities for students to engage with USSU, and build communities anywhere, 24 hours a day, 7 days a week.

Opportunities to create life changing experiences

Goal Three: Develop a vibrant student community by providing sport, activities, volunteering and employment opportunities

Goal Four: Build a culture that encourages new ideas and captures the energy of our students and staff to create an innovative and responsive Students' Union.

A strong, democratic voice for students at local and national level

Goal Five: Champion student interests, providing all students with a strong effective voice by supporting and empowering them, collectively and individually.

Goal Six: Embed democracy at the heart of USSU; valued by all our students and staff.

Encourage and enable students to take care of their wellbeing

Goal Seven: To engage students in considering their wellbeing as a way of helping to reach their full potential.

Goal Eight: To ensure all students have access to the right advice, services and activities to support their wellbeing.

The new staffing structure is shown on the next page.

Section Two – Role Description

The Union is an unincorporated association. We are working towards incorporation and aim to incorporate summer 2019.

You can read our constitution at: <https://www.salfordstudents.com/about/governance/constitution>

The role of trustee involves the following:

a) Key responsibilities

1. To ensure the Union has a clear vision, mission and strategic direction and is focused on achieving these
2. To be responsible for the performance of the Union
3. To ensure the Union complies with all legal and regulatory requirements
4. To act as guardians of the Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application
5. To ensure that the Union's governance is of the highest standard
6. To ensure that the Union complies with Charity law and ensure that the Union prepares reports on what it has achieved and completed and returns its annual accounts
7. To ensure that the Union does not breach any requirements of rules set out in its governing document and that it remains true to its charitable purposes and objects
8. To act with integrity and avoid personal conflict of interest or misuse of charity funds or assets

b) Skills and experience

The core skills expected of all trustees are:

1. Commitment to the Students' Union and its values
2. Willingness and ability to devote the necessary time and effort to fulfil the role

3. The ability to have strategic vision and oversight
4. Ability to exercise and take decisions with independent care and judgement
5. Ability to think creatively
6. Willingness to speak their mind
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of a trusteeship
8. Ability to work as part of a team
9. A commitment to displaying Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

There is further guidance which explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently on the charity commission website at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

c) Expertise

We are seeking an external trustee who will bring with them specialist knowledge to ensure the board can perform its task successfully. We are particularly interested in applicants with extensive experience in finance and/or HR at a strategic level and would look to see this experience evidenced in your application.

d) Period of office

The term of office is four years for an external trustee. At the end of this period an external trustee may be re-appointed for an additional term of four years.

e) Expenses

Reasonable, legitimate expenses will be reimbursed following the appropriate financial procedures

f) Training

Successful candidate will be invited to take part an induction exercise for Trustee Boards members as well as be given the opportunity to learn more about the Students' Union

g) Time commitment

The expected commitment required from Trustee is preparation for and attendance at the five meetings of the Trustee Board each year. There are also two committees of the Board for HR and Governance and Resources, Audit and Risk which meet five times a year. Trustees with the right skills would be asked to sit on one of these committees or serve as Deputy chair of the Board.

Section Three – Application process

To apply please send your CV and a covering letter by email to s.wood@salford.ac.uk , outlining your skills and experience, your reasons for applying and how you believe your skills will help us in the next phase of our development.

Please contact Ed Moloney CEO, on e.moloney@salford.ac.uk to discuss your application or for more information.

Application deadline: Wednesday 30 January 2019 at 12 noon