

York St John Students' Union



Trustee Recruitment Pack 2021



Welcome from the Chair of the Trustee Board

Dear Prospective Trustee,

Thank you for your interest in the role of a member of the Board of Trustees for York St John Students' Union. Over the past few years, the organisation has undergone a significant transformation. We have recently implemented our ambitious strategic vision for 2024, we have overcome challenges related to supporting and representing students during a pandemic, broke engagement records and expanded our representative and participation offer.

As you can see, we're excited about our future, and in turn, we're looking for amazing people who can take the Students' Union to the next level. We're looking for ambitious, enthusiastic people to help us develop, and in return, you'll join a team working hard to become one of the most impactful Students' Union's in the UK.

We hope any questions that you might have are answered in this recruitment pack. However, if you have any further enquiries, or would like an informal conversation about the Students' Union, please do not hesitate to contact the Students' Union's Chief Executive Officer: Donna Smith via the following:

Email: d.smith1@yorksja.ac.uk

Telephone: 01904 629816

Best of luck with your application, and we look forward to meeting you.

Jamie

Jamie Andrews

SU President & Chair of the Board



About York St John Students' Union

We are a charity to benefit the lives of students at York St John University.

York St John Students' Union is an independent not for profit organisation. We provide representation for York St John students on a university wide, local, regional and national level. We also provide recreational and developmental activities for students such as Sports Clubs and Societies and coordinate all of the major events on campus throughout the academic year. In addition to this, we provide services to students such as shop selling merchandise and academic advice and guidance. York St John Students' Union has over 7000 members, with approximately 30% actively engaged in sports clubs and societies.

York St John Students' Union is a Company Limited by Guarantee (No. 07250320) and not having a Share Capital as defined by the Companies Act 2006. Furthermore, YJSU registered as a Charity (No. 1136905) in the UK on 1st August 2010. YJSU is a Students' Union within the meaning of the Education Act 1994 and is devoted to the educational interests and welfare of its Members.

YJSU's charitable objectives are to seek at all times to:

- (i) ensure that the diversity of its Membership is recognised and that equal access is available to all Members of whatever origin or orientation;
- (ii) pursue its aims and objectives independent of any political party or religious group; and
- (iii) pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

YJSU's principle governing document is its Memorandum and Articles of Association, agreed by the members of the Students' Union in a General Meeting and reviewed on an annual basis. Copies of the Memorandum and Articles of Association are available from the offices of YJSU and also via the Documents and Minutes section of our website (www.ysjsu.com).

On registering at York St John University, all students automatically become members of York St John Students' Union. This entitles them to vote in elections, put forward their ideas to make changes through our democratic process and vote at Referenda.

The Students' Union is headed by a Board of Trustees which is comprised of five external Trustees, two student Trustees and three Sabbatical Officer Trustees. The Trustee Board is supported by the Finance, Audit and Risk Committee and People and Culture Committee, Health and Safety Committee and Service Development Committee that meet at least 3 times each per year.

For more details visit our website: www.ysjsu.com

Our Mission, Vision and Values

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

By 2024, York St John Students' Union will play a major part in the life and transformation of students by being the central hub of social activity, representation and opportunity.

VALUES

INCLUSIVE

Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE

Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING

Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING

Equip students with the skills, opportunities and experiences to enable their success.

FUN

Make student life at York St John University enjoyable and rewarding.



Our Plan 2020-24

OUR STRATEGIC PRIORITIES

- Provide independent advice services that help students to stay and enjoy life at university.
- Offer spaces and opportunities to enhance belonging and student communities.
- Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond.
- Be recognised as a change-making organisation.
- Provide activities and opportunities that aid students to gain employability skills and become active citizens.

OUR STRATEGIC ENABLERS

- Utilisation of Spaces
- Communication, Insight and Analysis
- People and Relationships
- Governance, Finance and Risk Management
- Ethics and Environmental Sustainability

OUR STRATEGIC PROJECTS

- Beyond a 9-5 Campus
- Advice, Support and Advocacy
- Students as Partners
- Digital Transformation

OUR MEASURES OF SUCCESS

- 80% satisfaction regarding questions 21 and 25 in the NSS
- 60% of income from non-subsidy means
- 70% of student body engaging with the Students' Union
- 85% staff satisfaction
- National recognition for being an effective and impactful Students' Union

Governance and Leadership

YSJSU is a democratic, membership led organisation and students at York St John University are members of the Union. The legal responsibility of the Students' Union is that of the Board of Trustees, who are also Directors of the charitable company (for the purposes of Company Law). The Board is made up of three full-time Officer Trustees; two Student Trustees; and four External Trustees.

The Officer Trustees are elected each year by, and from, the student membership of the University. Officer Trustees take a year out of their studies (or immediately after graduating) to serve as a trustee and they can stand for re-election for a second year if they choose, but can serve for no more than two years. Unlike the trustees of most registered charities, the Officer Trustees are paid a living allowance and work a normal working week for the charity. The Student Trustees have all the responsibilities of being a trustee and fulfil their duties on a part-time and voluntary basis.

The Student and External Trustees are appointed based on their knowledge, skills and interest in the Students' Union. The Trustee Board is ultimately responsible for the charity, including governance and strategy. The Board holds the CEO to account and offer advice and guidance on the development of the charity.

The Board is supported by three sub-committees which are chaired by Board members. The sub-committees cover many different aspects of Students' Union activities and consist of the following: Finance, Audit and Risk Committee, Health and Safety Committee, People and Culture Committee and Service Development Committee.



Management

Acting as Company Secretary and with delegated authority to run the charity on behalf of the Board of Trustees, it is the role of the Chief Executive Officer is to ensure effective and efficient strategic and operational leadership of the Students' Union. In conjunction with the Officers, the CEO must balance the need to drive and deliver sustainable income streams with ensuring continuous improvement of student satisfaction, engagement and representation. The role works closely with the elected officers supporting them to ensure that the vision, goals and core values of the Students' Union are achieved.

The Chief Executive Officer is supported by a professional team who has specific responsibilities for implementing the day-to-day operations of Student Opportunities, Finance and Business Development.

Finance

The Students' Union has two main sources of income – an annual grant from the University (Subvention) and the income generated through our commercial and charitable services. As a charity and a non-profit organisation, all surpluses generated within the organisation is reinvested into the facilities and services provided across the organisation for our members.

Relationship with York St John University

The Students' Union has a well established relationship with York St John University. The formal relationship is managed and agreed via the Memorandum of Understanding document which was reviewed in 2020. The President of the Students' Union is also a member of the University's Governing Body, and all of the Officer Team are members of various university committees and groups. The Officer Team and CEO regularly meet with the Vice Chancellor and Executive Team via a series of monthly one to one meetings and SU/Exec Board Consultative Committee. The Students' Union and University have created an open, honest and supportive dialogue and understand the importance of working together to ensure that students get the best from their university experience.

What our Trustees say...

Aimee Yeoman: Student Trustee

"Being a student trustee on the YSJSU Trustee Board has been an excellent opportunity during the final year of my degree to develop professionally and personally, being able to offer a student perspective on high level decisions being made within the SU. It has been brilliant to sit on the board alongside the officer trustees and external trustees and I have been able to learn about areas within the Higher Education sector and a wider charity/business environment, which I would never have known about or had the opportunity to develop my skills in without sitting on the Trustee Board.

As well as sitting on the main board, I also sit on two sub-committees (Health & Safety and Service Development) where I am able to bring my skills, areas of interest and student voice to decisions being made that will affect the whole YSJ student body. Being able to offer my opinion on matters that affect such a huge population of consumers of SU services is an experience that has allowed me to develop in self-confidence and being able to present my opinions/ideas professionally and diplomatically to other board members.

The opportunity to sit on the SU Trustee board as a student is unique - how many other students can say that they've sat on the Trustee Board of a charity and helped to shape, inform and make important decisions for the benefit of a charitable organisation by the age of 20!"

Andreas Pavlou: Student Trustee:

"Being a student trustee has given me real insight into how an organisation like the Students' Union runs. This insight has already helped me in regard to the world of work after university. I have been fortunate enough to sit on the board of trustees alongside people with years of experience in many areas, and this has also helped build my confidence in my ability to engage with these areas. This has also been a fantastic opportunity to help drive workstreams and support some of the great projects happening at York St. John, and so I would seriously recommend anyone who wants to be more involved to consider this role."

Mike Wilkinson: External Trustee

"I am now in my fourth year as an external trustee at York St John SU. I have previously held similar roles at two other Students' Unions in Yorkshire.

I have found my experience at YSJSU to be stimulating, sometimes with a challenge, and always enjoyable. Having worked with several teams of great elected officers and two strong chief executives and their staff colleagues during this time, I have found it all a great experience. The quality of the Union's response to the significant challenges, operational and financial, of the covid-19 pandemic over the past year has been very encouraging. What is needed in the external trustee role is an experienced, empathetic and supportive critical friend for the Union. In my opinion, not only is this a forward looking and strong, albeit relatively small, Students' Union but it is also one with a strong and harmonious relationship with its host University. That is a most important factor."

The Role of Trustee

The Board of Trustees is responsible for overseeing the strategic direction of the Students' Union, ensuring that it is well managed and meeting its objectives. Trustees also have responsibility for the legal and financial obligations and transparency of the Students' Union.

Please note: external trustees are to serve a minimum term of 3 years, and student trustees a minimum of one year.

KEY RESPONSIBILITIES:

- To ensure that the Union complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the Union pursues its objects as defined in the Articles of Association
- To ensure the Union uses its resources exclusively in pursuance of its objects.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the Union, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Union
- To ensure the effective and efficient administration of the Union
- To ensure the financial stability of the Union
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the CEO and monitor their performance

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focussing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has expertise

Trustees will be required to attend four Board meetings per year. Trustees will also have the opportunity to become members of sub-committees (3 meetings per sub-committee, per year). Online engagement with meetings will be honoured, although face to face engagement is preferable.

Benefits

Although the role is voluntary (unremunerated), being a Trustee offers many benefits. As well personal development and growth, the Students' Union offers:

- Full expenses paid
- Trustee development programme
- Online/digital engagement
- Meals and Trustee social engagements
- Invitation to Students' Union celebratory events

About You

The Students' Union is looking for candidates who are enthusiastic about making a real difference to the lives of students and is willing to help take YSJSU to the next level of success.

York St John Students' Union is an inclusive environment and we welcome applications from candidates from BAME communities.

We would be particularly interested in those with skills and experience relating to Financial Management and/or Charity Governance however this is not essential.

You will be required, by law, to declare that you are able to become a charity trustee. For more information about Charity Commission requirements, please visit: www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility

How to Apply

Applications are to be made by a CV and cover letter, alongside the Equality Monitoring Form (at the end of this pack), and emailed directly to Donna Smith, CEO (d.smith1@yorks.j.ac.uk) by **5pm on Thursday 1 April 2021**.

Interviews will occur the week commencing 12 April 2021, with appointment recommendations made (by the Nominations Committee) to the Trustee Board on 20 April 2021.

Successful candidates will be notified after 20 April 2021.

For further information about the Students' Union, our activities and opportunities please visit our website at www.ysjsu.com

Equality Monitoring Form

How did you become aware of the vacancy?

The York St John Students' Union is committed to promoting equality of opportunity for all in every aspect of Students' Union life and activity. It will encourage and enable current and potential employees and students to achieve their full potential in an environment that is free from all forms of unfair treatment, discrimination and harassment. The York St John Students' Union aims to operate fair and consistent practices in respect of recruitment and selection and in order to monitor the effectiveness of its Equal Opportunities Policy we request that all applicants complete this form. The data supplied will be used for the purposes of statistical monitoring and will not form part of the application or be seen by those responsible for shortlisting and interviewing. Please complete, indicating the preferences that most closely relate to you.

GENDER

Prefer not to say

RELIGION (please circle)

Buddhist Hindu Sikh No religion Other:
Christian Jewish Muslim Prefer not to say

SEXUALITY.....

Prefer not to say

Please indicate your NATIONALITY:

11	White – British			33	Asian or Asian British - Bangladeshi	
12	White – Irish			34	Chinese	
19	Other White background			39	Other Asian background	
21	Black or Black British – Caribbean			41	Mixed-White and Black Caribbean	
22	Black or Black British – African			42	Mixed-White and Black African	
29	Other Black Background			43	Mixed-White and Asian	
31	Asian or Asian British – Indian			49	Other Mixed background	
32	Asian or Asian British – Pakistani			80	Other Ethnic background	

Definition of Disability – The Disability Discrimination Act 1995 defines disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Do you have a disability as defined by the Disability Discrimination Act?

Yes

No

Prefer not to say

If indicated yes above is there anything we should take account of or any reasonable adjustments that may need to be made, should you be invited to interview, for example access to interview rooms, alternative equipment, hearing loop etc.

Have you ever been convicted of an offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please give details of the date(s) and nature of the offence(s) and sentence(s) passed on a separate sheet.

Note: 1. Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions which are not spent.

2. If this post requires a Criminal Records Bureau disclosure, all convictions spent or otherwise must be disclosed.



**YORK ST JOHN
STUDENTS' UNION**

York St John Students' Union
Lord Mayor's Walk,
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