

CITY STUDENTS' UNION

WE'RE HERE FOR YOU

Student Trustee

Application Pack

The Key to a New Role at City Students' Union



**CITY
STUDENTS'
UNION**

Welcome

Thank you for your interest in City, University of London Students' Union (the Union) and becoming a Student Trustee. This pack contains an overview of the Union, the role and information on how you can apply.

The Union exists to represent all 20,000 of our members - every City student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a board of 11 Trustees, who work alongside our Students' Union Officer team, staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union has gone through continual development over recent years after recruiting several staff to re-energise the Union. It's an exciting time for us, being one year into an insight-led strategic plan.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives and we look forward to your application.



Gesmina Tsourrai
President and
Board of Trustees
Chair 22/23



Philip Gilks
Chief Executive

About Us

At City Students' Union we're building a better students' union we want to empower students to be successful by providing services and support that enhances their experience at City and when they graduate.

With a rich history spanning over 125 years, City, University of London Students' Union is the primary organisation representing the views of almost 20,000 students at City, University of London to the institution and beyond.

With four full-time Students' Union Officers, a dedicated team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus tasked with improving and delivering the best student experience.

To give you a flavour for what the role might give you experience in, the activity coming up for the Board of Trustee this year includes:

- A new Strategic Plan that will set the direction of the Union for up to 5 years.
- Commercial and income generation ideas and development.
- Work to improve equity across the Union for students and staff.
- A review of vital policies.



Our Vision, Values & Strategy

Our strategy launched in 2019 and has been instrumental in setting our direction and challenging us to be better for students. We are in the final year of delivery and will embark on a strategic review next academic year.

For now, the key headlines that motivate us and our team are:

Vision

You have a great time as a student at City and when you graduate you believe your time here has given you the skills and experiences to achieve your goals.

Mission

The Students' Union will empower student success, with services and support that enhance your time at City and beyond.

Values

We listen, learn and lead.

Our values define our approach and culture, we'll demonstrate them in our behaviour by:

- **Asking the questions that matter;** how does it feel to be a student at City? How can your experience be improved?
- **Questioning our work, asking;** are we working in the most effective way? Is there a better way? We thrive on finding innovative ways to tackle the issues you raise that present barriers, to add value to your experience at City.
- **Not fearing failure;** we try new things in the knowledge that not everything will work first time. What matters is learning from our experience and constantly seeking to improve.
- **Evidence underpinning what we do;** from our experiences, learning from others and from listening to you.

More Information

For more information on the Union strategy, visit www.citystudents.co.uk.

Equity, Diversity, and Inclusion (EDI)

EDI Statement

City, University of London, and the Students' Union are committed to promoting equality, diversity and inclusion in all activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief, or other irrelevant distinction.

Ensuring equality, diversity and inclusion is fundamental to who we are as an organisation and below are some of steps and actions we have taken over recent years to support us on this journey.

Recruitment

We are committed to reducing and challenging biases in the recruitment process, and we do this through regularly reviewing our job profiles, training of panel members, implementing an anonymous shortlisting approach, being a member of the [Disability Confident Scheme](#) and ensuring a diverse panel. We are always open to new approaches to continue to develop our understanding.

EDI Committee and Equality Working Groups

The Board of Trustees has two sub committees, and one of these is the EDI Committee. This Committee, chaired by Trustees, consists of staff, officers, and students, and ensures we are reviewing and challenging our policies, activities and culture through an EDI lens.

The Union has two established working groups, including the Race Equality Working Group and the LGBTQ+ Equality Working Group. These groups, composed of staff, officers and students, focus on the experience of staff and students with the Union. They have led on initiatives such as:

- Launch of the [Race Equality Resource Hub](#) and the launch of an EDI library.
- A review of our approach to recruitment.
- Consultation with student groups and exploring student engagement data.
- Activities and trips, such as to the National Queer Museum.

Engagement with City, University of London

We play a very active role in both contributing and leading EDI work across the university. This includes our staff engaging in different affinity groups, such as the LGBTQ+ Staff Network and the Network for Racial Justice as well as being members of groups delivering schemes such as the Race Equality Charter and Athena Swan.



Who Are We Looking For?

As a charity the Union needs to be overseen by a Board of Trustees who guide our governance and strategy. In short, they provide us with a steer to ensure we're delivering for students at City. Our Board is made up of the SU President and Students' Union Officers, Student Trustees and Lay Trustees (otherwise known as External Trustees).

This role is your opportunity to become a Student Trustee and an active participant in shaping your Union. As a Trustee you will be required to attend 5-6 meetings per year and be on hand to take decisions between meetings as needed.

Board of Trustee Dates 2022/23

To support our volunteers we set our Board of Trustee dates well a head of time, this year the Board will meet on the following dates:

- Tuesday 6th December 2022, 4:30pm – 7:30pm, On Campus (Room TBC)
- Tuesday 28th February 2023, 4:30pm – 7:30pm, On Campus (Room TBC)
- Tuesday 23rd May 2023, 4:30pm – 7:30pm, On Campus (Room TBC)
- Monday 17th July 2022, 9:30am – 4:30pm, In-Person (Location TBC)

All our meetings take place in person but there is sometimes an option to join remotely. If you apply, please ensure you have saved these dates in your diary.

Training & Personal Development

To ensure our Student Trustees are properly supported in their roles we offer training and development opportunities across the year; some of these can include:

- Trustee Induction
- Pre-meeting paper briefings with the Union's CEO
- Public Speaking training
- Being an Ally – Anti-Racism training
- Disability Awareness training

You can find out more about what it's like to work with us on our website here:

<https://www.citystudents.co.uk/about-us/workforus/>

Role Profile

Post:	Student Trustee
Length:	2 years, or until you are no longer a student at City
Pay:	Voluntary, reasonable expenses covered
Hours:	5-6 meetings a year minimum, plus 1 full day during the Summer

Job Purpose

The Board of Trustees are our highest governing body and have ultimate responsibility for the governance, financial and strategic direction of the Students' Union. This post has responsibilities for ensuring the decision made by the Board reflect the needs and views of students at City, and that they are communicated effectively.

Day-to-day you'll be a City student but a head of any Board meetings you'll work to go out and talk to students to gather ideas and feedback to make sure you know what they are thinking and feeling to set the direction of the Union.

Responsibilities

Trustee Duties

- Ensure decisions of the Board of Trustees and its Committees consider the needs and views of students.
- Ensure the Union considers the needs and views of all student groups, including for example, Societies, Postgraduates, International students etc.
- Ensure effective communication between the Union and its members.
- Ensure the Union acts in accordance with its charitable objectives, Articles of Association and other guiding documents.
- Help the Union achieve its objectives and improve the lives of our members (that's all City students).
- Ensure that the Union complies with all relevant legislation and regulations, including relevant Charity Acts and Education Acts.
- Ensure that the Union does not carry out activity that puts our financial stability, members, or reputation at risk.
- Work other Trustees, staff and volunteers for benefit of the Union.
- Participate in Board of Trustee meetings and sit on Board Committees if required.
- Use your personal skills and experience to ensure the Union is well-run and efficient.
- Seek external professional advice where there may be a risk to the Union, or where Trustees may be in breach of their outlined duties.
- Add value to the Board and Union by generating ideas, challenging through discussions, broadening creativity and promoting innovation and creativity.
- Follow the Trustee Code of Conduct.

General Duties

- To be an ambassador for the Union.
- To undertake appropriate training and development as required for the role.
- To treat any personal, private or sensitive information about an individual or organisations and/or clients or staff confidentially in line with GDPR compliance.

Person Specification

Criteria	Essential (E)/ Desirable (D)	Assessment (Application (A) / Interview (I))
Qualifications and Knowledge		
Current City, University of London student with knowledge of what it's like studying at City.	E	A, I
An understanding of and commitment to the values of student representation and democracy	E	A, I
An understanding of the aims of City, University of London Students' Union	E	A, I
A commitment to act in accordance with the Seven Principles of Public Life (Nolan Principles) for ethical conduct in a public service.	E	A, I
Ability to commit to attend all Board of Trustee meetings as a minimum requirement.	E	A, I
An ability to think independently and contribute in an open and clear way.	E	A, I
An acceptance of the responsibilities associated with being a Charity Trustee (including legal responsibilities and liabilities under Charity Law).	E	A, I
Excellent communication skills.	E	A, I
The ability to work well as part of a team and consider different points of view with an open mind.	E	A, I

Trustee Agreement

Trustee Expectations

All Trustees should be:

- Committed to the purpose, charity objects and values of the Union.
- Committed to facilitating student leadership both within and through the Board of Trustees and wider democratic structures.
- Constructive about others' opinions in discussion and in response to staff members' contributions at meetings.
- Able to act responsibly and reasonably when undertaking Board of Trustee responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Board of Trustee and Committee meetings; prepare for them and attend them well.
- Able to analyse information and challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who have strong morals and integrity.
- Firm supporters of equity, diversity and inclusion.

Eligibility

All Trustees are required to sign a Trustee Declaration Form, to be eligible to be a Trustee and by applying for this role you declare that you:

- Are willing to act as a Trustee of City, University of London Students' Union, which is a registered charity (Charity Number 1173858) and a Company Limited by Guarantee registered in England and Wales (Company Number 10834450).
- Understand the Union's purpose and rules set out in its governing documents.
- Are not prevented from acting as a Trustee because you:
 - Have an unspent conviction for an offence involving dishonesty or deception.
 - Are currently declared bankrupt (or are subject to bankruptcy restrictions or an interim order).
 - Have an individual voluntary arrangement (IVA) to pay off debts with creditors.
 - Are disqualified from being a Company Director.
 - Are subject to an order made under Section 429(2) of the Insolvency Act 1986.
 - Have previously been removed as a Trustee by us, the Scottish Charity Regulator or High Court due to misconduct or management.
 - Have been removed from management or control of any body under Section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation) are disqualified from being a Trustee by an order of the Charity Commission under Section 181A of the Charities Act 2011.

The Seven Principles of Public Life

The Nolan Principles

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services.

All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1. Selflessness

You should act solely in terms of the public interest.

2. Integrity

You must avoid placing yourself under any obligation to people or organisations that might try inappropriately to influence your work. You should not act or take decisions in order to gain financial or other material benefits for yourself, family, or friends. You must declare and resolve any interests and relationships.

3. Objectivity

You must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

You are accountable to the public for your decisions and actions and must put yourself forward for scrutiny if needed to ensure this.

5. Openness

You should act and take decisions in an open and transparent manner. Information should not be withheld from public unless there are clear and lawful reasons to do so.

6. Honesty

You should be truthful.

7. Leadership

You should exhibit these principles in your own behaviour and treat others with respect. You should actively promote and support the principles and challenge bad behaviour wherever it occurs.

How to Apply?

Applications Close: Thursday 3rd November 2022, 11:59pm
Interview Date: Tuesday 15th November

To apply you must complete a short application form online, which can be found here:
<https://forms.office.com/r/YKbRSsFftu>

Alternatively, use the QR code below to access the application form:



If you have any questions regarding the role, application or Union, please contact [Hannah Roberts, Deputy Chief Executive](#).

Application Guidance

You may find it useful to write your answers to the form before you complete and submit your application. The questions that the application form asks you to answer are:

- Personal details (Name, Course, End of Studies Date)
- Why are you interested in becoming our next Student Trustee? (250-word limit)
- What do you think are the three most important qualities of a good Student Trustee? (250-word limit)
- Please give us some short examples of why you believe you match the Person Specification listed in the Job Pack. (250-word limit)
- Upload an up to date CV (max 2-pages)
- Equality Monitoring Form (Age, Disability, Gender, Race, Religion etc – not assessed)

If your application is successful, you will be invited to attend a short interview with us which will take place on Tuesday 15th November.