

EXTERNAL TRUSTEE

Recruitment Pack

2025/26

www.uusu.org



Dear Prospective Candidate

Thank you for your interest in becoming a Trustee at Ulster University Students' Union. A strong and active Board of Trustees is essential for us as we endeavour to build on recent successes and continue to move forward. We are looking for new members to provide more strength and depth to the Board and ensure that the Union continues to develop.

This pack should provide you with everything that you need to support your application.


The pack contains:

- **The Role Description**
- **Person Specification**
- **Application Process**

The closing date is **12.00 noon on Wednesday 4th June 2025.**

We do hope you decide to apply for this position.

Yours faithfully,



ETHAN DAVIES
Chair of the Board



DAVID LONGSTAFF
Chief Executive

Ulster University Students' Union-External Trustees

Position:	External Trustee
Number of positions available:	2
Remuneration/ Expenses:	The role is unpaid, but appropriate expenses will be paid in line with UUSU Policy
Hours/ Time Commitment:	<p>The Trustee Board will meet a minimum of six times per year</p> <p>Potential additional committee responsibility to support those Committees that report to the Board</p>
Term of Office:	External Trustees shall serve a term of four years and may seek a consecutive or non-consecutive mandate for a maximum of two terms
Removal from Office:	An External Trustee may be removed from office via the process outlined in the Articles of Association

The application deadline: 12 noon on Wednesday 4 June 2025

Interviews are anticipated to take place on week commencing 9 June 2025

About Ulster University Students' Union

The Students' Union is a not-for-profit registered charity and membership organisation which was formed in 1984 as a semi-autonomous part of Ulster University which currently has a student population of 26,000 full and part time students.

The Students' Union provides a range of services for its members including academic representation, welfare advice, volunteering opportunities and enhancement of the student experience through events, activities and change programmes. It holds a significant budget of around £2m garnered through grant funding and income generation. The Union's seven elected student officers are supported by around 30 staff across its Belfast, Coleraine and Magee campuses.

Further information can be found on our website: www.uusu.org

Our Mission

We are here to improve the lives of students by being an inclusive and supportive community where students can fulfil their potential and ensure their voice is heard.

Our Promise

We promise to:

REPRESENT YOU

SUPPORT YOU

CONNECT YOU

Our Values

We are...

AMPLIFIERS; working to represent the student voice from the grassroots upwards and providing our members with a platform to be heard.

HONEST and don't shy from difficult conversations to make the student experience everything it should and can be.

INCLUSIVE and will compassionately strive to represent and welcome all students into our UUSU family.

SUPPORTIVE; ensuring that students can adapt to, and benefit from university life.

TENACIOUS and are driven to ensure that students are empowered, and beneficial change is achieved.

The Role – External Trustees x 2

The focus of the Trustee Board is to ensure that the resources of the Students' Union are applied effectively for the purposes of, and furtherance of, its aims and objectives. The Trustee Board is responsible for the overall strategy, management and finances of the Students' Union.

We would particularly welcome people with expertise in risk, governance and compliance.

Further information on the role of trustees can be found at: -

Charity Commission www.charitycommissionni.org.uk

NCVO www.ncvo-vol.org.uk

KEY RESPONSIBILITIES

The Students' Union Officers believe that the role of External Trustees is crucial in guiding the future direction of the Union. They are expected to provide advice, experience and skills which enable the Trustee Board to work smoothly and effectively.

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|---|---|
| 1. To ensure that UUSU complies with its Articles of Association and any other relevant legislation or regulations. | 9. The appointment, assignment, appraisal, grading, suspension, dismissal and determination of the pay and conditions of service of the members of the Senior Management Team, including the Chief Executive Officer. |
| 2. To give strategic direction, determining and safeguarding the mission and vision of UUSU. | 10. To act as a responsible employer |
| 3. To take the decisions required for the proper control and management of UUSU. | 11. Where applicable, to constitute sub-committees to effectively carry out the required duties of the Board. |
| 4. To ensure that there is a clear structure for governing the organisation, including defining the role of any focus groups or sub-committees. | 12. Act as an ambassador for UUSU with all stakeholders and attend external events in the capacity as required |
| 5. To ensure that UUSU has adequate financial resources for its activities. Also review, challenge, approve and monitor any annual plans, budget, and accounts. | |
| 6. To act prudently to protect the assets and property of UUSU. | |
| 7. To ensure that UUSU complies with its own governing document, relevant laws and the requirements placed upon it by its funders and/or other bodies. | |
| 8. To review the risks to which UUSU is subject, act to mitigate these risks, and to ensure sound risk management. | |

In reaching decisions, the Trustee Board will have due regard to its impact on, and implications for, UUSU's commitment to ensuring equality of opportunity and good relations, as outlined in its Equality Scheme and associated policies, and where possible and practicable, the Trustee Board will ensure that its actions are proactive in this respect.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Experience of, or significant exposure to Board(s) • Experience of working at a strategic or senior level and inputting into strategic plans • Experience of setting strategy, monitoring targets and scrutinising/ evaluating performance, financial management and legal and compliance matters • Understanding and practical experience of Governance, Compliance and Policy setting • Ability and willingness to devote necessary time and effort to UUSU 	<ul style="list-style-type: none"> • Knowledge of trusteeship and/ or scrutiny overview • Understanding of Students' Unions/ Universities and Higher Education sector

Membership of Trustee Board

- Four Student Officer Trustees
- Two Student Trustees
- Five External Trustees

Recruitment

The role will be ratified and endorsed by Student Council in October or November.

Applications:

Please apply via CV AND a supporting statement (the statement to be no more than two sides of A4) detailing why you are applying and indicating how you meet the requirements of the person specification.

Candidates are also required to read and sign the enclosed Trustee declaration.

Your CV and supporting statement should be returned to Aisling Browne, Human Resources Advisor at a.browne@ulster.ac.uk by **12 noon on Wednesday 4 June 2025.**

Trustee Declaration

All prospective Trustees must read and sign the declaration below and return the completed and signed form with their application

I declare that:

- I am over 18 years of age
- I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- I am not an undischarged bankrupt
- I have never been removed from office as a charity trustee by a Court or by the Charity Commission
- I have not been disqualified under the Company Directors Disqualification Legislation
- I have not made compositions with my creditors from which I have not been discharged
- I am, in the light of the above, not disqualified by the Charities Act 2008 from acting as a charity trustee

SIGNATURE: _____

DATE: _____

NAME: _____ (PLEASE PRINT)