

University of Chichester Students' Union

Student Trustee Recruitment Pack – February 2025

WELCOME

Thank you for your interest in the role of Student Trustee at the University of Chichester Students' Union (UCSU) and for taking the time to learn more about what we believe is a unique opportunity at a very exciting time. After all, where else would you get the experience of being on the Board of a £1M+ turnover organisation!

UCSU is a registered charity, and a company limited by guarantee registered in England and Wales. We have both a formal Board of Directors and Board of Trustees - both Boards consist of the same people and meetings are combined. The Boards have ultimate responsibility for the organisation and help to ensure that the Students' Union meets its charitable objects and remains both financially and socially viable. As a Student Trustee, which is a voluntary position, you would become a company law member (Director) and Trustee, you would sit on and have voting rights on both Boards. You would be joining our two existing student trustees, one of whom will shortly be finishing due to completing their studies, as well as the Elected Officer Trustees and our two External/Lay Trustees.

It is important for the Union (and its members) that the Board makes good decisions, as they affect the whole organisation. The weighting of Board membership is towards current/recent students (ie. student and elected officer trustees), therefore ensuring the decisions made are relevant to the student body, whilst also recognising the expertise that our external trustees bring to the Board. Our Board aims to involve a range of people with different views/experiences and as such the position is open to current students, irrespective of course and expected outcomes. Our preference will be for individuals that are expecting to be current students at the University of Chichester for at least the next 12-18 months (or longer). Above all, we are seeking to recruit student trustees who are passionate about and focused on how we can continue to enhance the student experience at the University.

Here at UCSU we have a mission, vision and values. In simple terms, ours focus on supporting our students and enhancing their time whilst at the University. We believe we already do a great job of this, and we are constantly looking at ways to improve what we do. This will be more important than ever before due to the increased challenges across the HE Sector, no matter how large or small the institution. Whilst there will be some challenges, there are also exciting times ahead as the University has recently welcomed a new Vice Chancellor, and we are pleased to hear the continued message loud and clear that the student experience is paramount.

Thank you again for showing your interest – we hope the following information is of help and you will consider applying.



Izzy Page
UCSU President 2023-2025
Chair - Board of Trustees
Trustees



Hermione Jane Boyes
UCSU Vice President 2024-2025
Officer Trustee - Board of

ABOUT UNIVERSITY OF CHICHESTER STUDENTS' UNION

With around 6,500 students' study across both campuses, we are considered a small and specialist Students' Union. The Students' Union is run by students for students and is here to make sure everyone has the best experience while at the University. We are led by Izzy and Hermione Jane as our current (24/25) full-time elected (sabbatical) officers, and a small team of part-time elected officers. The Trustee Board is however the ultimate decision-making body, oversees the strategy of the union and ensures we meet our legal obligations. By becoming a Student Trustee, whatever your level and course of study, you will play an important part on our Board.

The SU's core function is to provide students with representation, campaigns, and support/guidance and to be the primary student representative body within the University. We also provide scope for social engagement and personal development, through a range of social activities, volunteering and employment opportunities.

As a Union we play a significant role in advising or signposting students to the relevant teams within Student Support, to ensure they obtain an appropriate level of welfare support. We are proactive in raising awareness around key issues such as personal safety, mental health, consent, counselling facilities, disability support, housing, and finance.

We have over 1,400 students signed up, some to multiple activities. We facilitate 20+ competitive sports teams with around 650 members and are extremely proud of our sporting achievements; we support around 30 student societies with over 1,000 members.

In addition, we also offer a range of SU led activities to increase student engagement and enhance the overall student experience.

We run bars on both campuses (Zee Bar & The Hub) which offer a range of events/activities during both daytimes and evenings and a Shop on Chichester Campus. We also run one-off events such as our Summer Ball. Any profits made in our commercial outlets are reinvested in Union funds and support the student experience.

OUR VALUES: Friendly. Enthusiastic. Democratic. Supportive. Approachable. Open-minded.

OUR MISSION: To help ALL students have the BEST time they can whilst at the University of Chichester.

OUR VISION: To build, with the University, the best student community in the UK.

GOVERNANCE STRUCTURE

The Students' Union has been trading since 1973, although first registered as a charity with the Charity Commission in 2011. We are a separate legal entity to the University and are separately registered with organisations such as HMRC, and the ICO. During the summer of 2019, to enable us to adopt a more appropriate legal form, the Union incorporated. At this time, all the assets and liabilities of the union were transferred to a new legal entity (also known as University of Chichester Students' Union). University of Chichester Students' Union is a registered charity (number 1183000) and is a company limited by guarantee registered in England & Wales (company number 11937134).

As already mentioned, as a Student Union we are led by students. The elected officer team (led by the full-time sabbatical officers, President, and Vice President) are the main representatives for the student body and therefore provide direction to the work of the Union. Officers represent the student body on all key meetings within the University, and in cases of student appeals and disciplinary actions. The Officer Team is supported in their campaign and representation work by a professional staff team which has responsibility for the delivery and management of all operational aspects of the Union.

Our Memorandum and Articles of Association set out the way we are organised and run; this is underpinned by a series of bye-laws, which we are in the process of reviewing along with a review of our part-time officer structure. We also have a Relationship Agreement with the University which sets out at a high level how we work together. As a Charity, the Union is overseen by the Board of Trustees who are responsible for ensuring that all work, activities, and events carried out by the Union meet our stated aims and objectives. The Board (who are also responsible in company law) also ensure that the Union is legally and

financially viable and that activities, events and campaigns are relevant to membership needs.

DAY TO DAY OPERATIONS

We have a small permanent staff team of 9 (FTE) which is led by a strong Senior Management Team (General Manager, Head of Student Experience & Marketing, and Commercial Services Manager). Collectively, our Senior Management Team, has over 50 years' experience at the Union/University; we are also extremely fortunate to have a flexible and committed staff team, several of whom have long service with us.

We also employ up to approximately 60 student staff (equating to around 6 FTE), predominantly in our commercial areas during the core undergraduate term-time (rising to 100 for the start of year and summer ball periods). All our student staff are given training and support appropriate for their role.

Operationally, our staff team are split into three key areas:

- **Student Experience and Marketing** - Student led Activities (Sport and Societies), Marketing & Communications, Representation and Website/Digital.
- **Commercial Services** – Bars, Licensing, Entertainments and Retail.
- **Central/ Support Services** – Compliance & Governance, Finance & Insurance, Health & Safety and Compliance, Representation and Democratic processes.

The number one priority for all teams is student welfare and support and therefore all teams are involved at various times in supporting students. There is an element of cross-skilling within the team and during major and large-scale events, the 'One Team, One Dream' approach is often experienced!

We rely on profits generated from our commercial activity and our block grant funding from the University to support our membership activities and cover our overheads. Identification of new or rationalisation of existing revenue generation streams/activities is an area that is high on our agenda to enable us to maintain our range of core membership services and other engagement activities for our students.

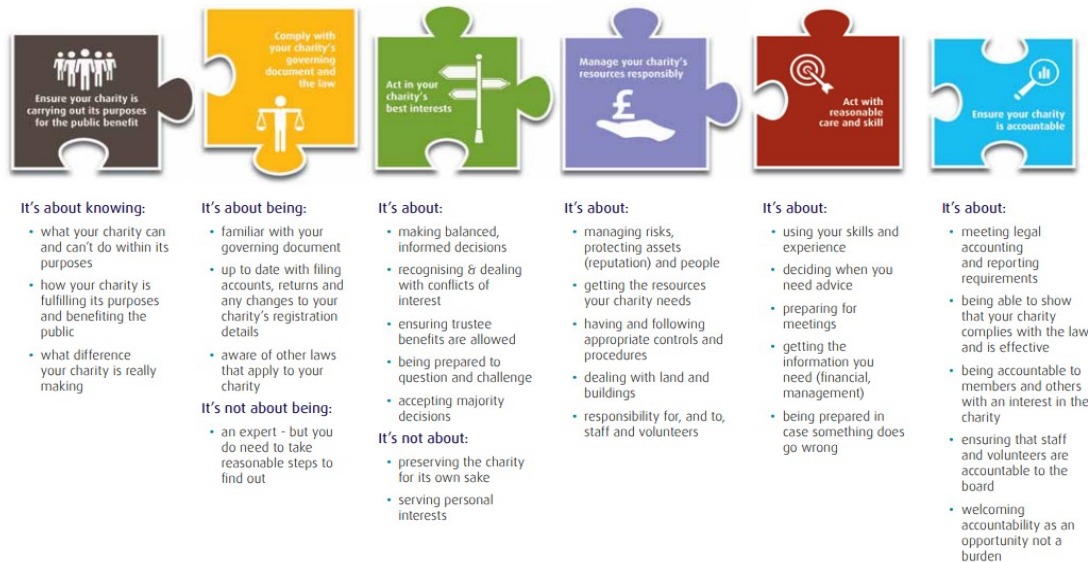
We are a £1.2M turnover operation (including our Block Grant funding which is currently just over £300K. At key times during term-time, we sometimes operate 7 days a week up to 18 hours a day. With the breadth of our operations and activities and the size of our permanent staff team, this can at times be challenging.



CHARITY TRUSTEES & ROLE OF THE BOARD OF TRUSTEES

Trustees are responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the trustee role. The essential duties of a trustees are nicely represented by the Charity Commissions' "governance jigsaw":

The Governance Jigsaw – The Essential Trustee (CC3)



Trustees' duties are set out more fully in the [Charity Commission guidance on the essential trustee \(CC3\)](#). Reading and understanding this guidance is imperative for all trustees.

For the University of Chichester Students' Union, our charity trustees are a mix of students and external trustees, with the balance remaining with current or recent students. Our trustee board comprises:

- 2 Officer Trustees (sabbatical officers elected by cross campus ballot) – our President is the Chair of the Board
- 3 Student Trustees (appointed by selection panel)
- 2 External Trustees (appointed by selection panel)

Officer Trustees may serve up to 2 consecutive terms of office (maximum 2 years)

Student Trustees may serve up to 2 consecutive terms of office (maximum 4 years in total)

External Trustees may serve up to 3 consecutive terms of office (maximum 9 years in total)

Whilst recognising the importance of us being student-led, the Trustee Board has ultimate legal responsibility for the Union and therefore Trustees sit at the highest governing level

within the Union. The role of the Board is to act in the best interests of the Union, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Trustee Board must act as a group and not as individuals.

With due regard to requirements as set out by the Charity Commission, our Trustees are expected to:

- Take and ensure the decisions that the Union makes are in the best interest of the Union and its members.
- Set the short/medium term plans and direction of the Union.
- Have strategic vision.
- Make sure the Union uses its financial resources properly and that it is financially viable.
- Ensure the Union works within the law and its governing documents.
- Act in the best interest of the Union at all times.
- Maintain confidentiality about sensitive and / or personal information.
- Work with and support the wider Board and Senior Staff Team.
- Attend around four to six Board meetings on-site (or via dial in) each year, as well as one or more training/ induction sessions. In addition, 'remote/telephone' meetings may be scheduled from time to time; you should be prepared to contribute to these – please be aware sometimes there can be difficult/challenging decisions to be made.
- Attend any sub-committees to which you are appointed.
- Prepare for Board meetings by reading through materials and Board papers beforehand.
- Keep in regular contact by email and phone with the other Trustees and provide feedback and input, in a timely manner, on issues when they arise.
- Act with integrity and show good, independent judgement.
- Be able to think creatively and speak your mind.

If you feel you have a skill set that would bring value to the Union, and you feel you would be passionate about the Union and the student experience, we would be delighted to receive your application.

WHAT SUPPORT DO TRUSTEES GET?

The role of a trustee is a voluntary one; you will not receive any payment for your time and commitment to the organisation. That said we do not expect you to have to use any of your

own money, all expenses incurred because of the business undertaken on behalf of the Students' Union will be reimbursed.

The Board meetings are arranged at mutually beneficial times for the Board wherever possible whilst meeting the needs of the organisation. You will also receive any papers and documents for the meetings and can always ask for clarification if there are any issues you are unsure about.

You can expect support and advice from the other Trustees and Union staff. Optional training will be available to support your role as a trustee. You may also wish to be involved in specialist training or make use of online material that is available through national organisations such as the NUS or the Charity Commission.

ELIGIBILITY & ADDITIONAL INFORMATION

All candidates for the Student Trustee positions must meet the eligibility criteria for the Charity Commission, Companies House, and the Students' Union. You must also be a student at the time of your appointment and during your term as a Student Trustee. The relevant Charity Commission & Companies House declaration forms are included as part of the application process.

Should you wish to have an informal chat before submitting your application with either the General Manager or one of our current Student or Officer Trustees please submit your details and preferred contact information to studentsunion@chi.ac.uk or reach out directly to Anne Elliott, UCSU General Manager on a.elliott@chi.ac.uk or 01243816398 for an informal chat.


APPLICATION & APPOINTMENT PROCESS

Congratulations on making the decision to apply.

Applications will be by cv and covering email/letter and should be accompanied by our Register of Interests & Declaration forms which can be downloaded from:
ucsu.org/workforus

The closing date for applications is Wednesday 5th March 2025. Applications to be submitted via email to Anne Elliott, UCSU General Manager: a.elliott@chi.ac.uk

Interviews will be scheduled between 12th & 21st March 2025 at a mutually convenient time.



The appointment decision will be made by the Operations Committee (by a simple majority vote) and will then be subject to ratification by Student Council (where a 75% majority is required). Once ratified, appointment of the successful candidate will be confirmed, and the successful candidate will be invited to attend the next Board Meeting.

Thank you for your interest in University of Chichester Students' Union.

