



## Dear Prospective Candidate,

Thank you for your interest in becoming a Trustee of Oxford SU. Part business, part charity, part membership body – students' unions are all seriously fun places to work. Oxford SU has a professional staff team that support our elected student leaders to improve the experience for current and future students at the University of Oxford. Oxford SU is one of more than 550 students' unions across the country. And with more than 20,000 members and a bold new strategy, it is an exciting time to consider joining us.

A strong and active Board is crucial for us as we implement our current strategy and endeavour to grow our business; one that is flexible and agile enough to react quickly to the changing needs and interests of our members and drive an increase in profit for the charity.

This pack provides everything you need to support your application:

- Role Description and person specification
- Summary conditions of appointment
- Application timetable
- Equal opportunities monitoring form
- Director declaration

Oxford SU board meets 4 times a year and are held at Oxford SU building, they generally last for 2 hrs.

If you would like to discuss this opportunity informally then please contact:

[ryan.bird@oxfordsu.ox.ac.uk](mailto:ryan.bird@oxfordsu.ox.ac.uk)

To apply for this position, please send your CV and covering letter to [jobs@oxfordsu.ox.ac.uk](mailto:jobs@oxfordsu.ox.ac.uk) or post to:

**Melanie Duncan, Oxford SU, 4 Worcester Street, Oxford, OX1 2BX**

I hope you decide to apply for this fantastic position.

**Joe Inwood**

Chair of the Board Trustees 17/18

# RECRUITMENT OVERVIEW

Oxford SU is looking for a talented, committed and passionate professional to join our Trustee Board as an External Trustee. We need someone with skills and experience that will help the organisation grow and develop, and ultimately ensure we are best placed to improve the experience of current and future students at the University of Oxford.

Oxford SU is an organisation led by and run for students. We pride ourselves on ensuring our student members are at the heart of everything that we do and are looking for candidates who share this ethos.

We welcome applications from individuals regardless of their religion, age, or gender. Oxford SU seeks to build a board and organisation that represents the community we serve and as such we especially encourage applications from underrepresented backgrounds including, but not limited to, individuals who are disabled, identify as wholly or partially female, LGBTQ+ or from black, Asian or minority ethnic backgrounds.

## Commitment required

**Attendance:** Ability to attend and contribute to Board meetings which are held in Oxford. There are usually three or four each year, often with one being extended to include a team building element. Trustees will also be expected to contribute to committees, working groups, and email and other discussions outside of formal meetings.

**Terms of Office:** We are recruiting an External Trustees to begin serving on the Board from February 2019. The period of office will be for negotiation with a maximum of four years. There is the possibility of a second term of up to four years (subject to re-election).

**Training:** We utilise support from existing trustees, the National Union of Students (NUS), the Charities Commission and other Students' Unions to ensure trustees are fully informed of their responsibilities. External Trustees also provide an important role in supporting our incoming sabbatical and student trustees, who change annually.

## Reward

The role is a voluntary one, however we will provide the support you need to be an effective trustee including induction and opportunities to attend external training. We hope that trustees will regard the role as an excellent opportunity to develop their own skills and experiences, as well as the reward inherent in knowing you are helping the Students' Union in its work to improve the experience of the 22,000+ students we represent.

All reasonable expenses such as travel to Board meetings will be reimbursed.

## Essential

- An interest in the work of Students' Union/Higher Education
- Good Communication and interpersonal skills
- A professional working manner
- Ability to adapt to the dynamic needs of a student led-organisation
- Understanding of liberation / equality and diversity
- A commitment to act in accordance with the Nolan Principles for ethical conduct of public service
- An understanding of the role of a Board of Trustees for a charity.
- Ability to anticipate/ identify legal, governance and reputational issues and risks.

## Desirable

- An understanding of the University of Oxford
- An understanding of Students' Unions/Oxford SU
- Experience in supporting the strategic development of an organisation.

## Specific Criteria

In this recruitment round we are ideally looking for someone to take a lead on Board level legal and governance matters and so it is desirable that candidates can demonstrate one or more of the following:

- Legal training and experience, ideally in education, charity or employment law
- Good working knowledge / experience of charity law, preferably with an appreciation of how it affects SUs
- Some knowledge of company, employment and defamation
- Good appreciation of how legal risks interact with the SU's work
- A willingness to oversee proposed governance changes, and to support in the drafting of governance and other documents

Over the coming years we will expect to have a further opportunities and so we are also interested to hear from candidates with experience in one or more of the following areas:

- Financial management experience
- Strategic business development
- Skills in organisation building and change management
- Background in policy making in education, mental health or housing

## Summary conditions of appointment

### REMUNERATION

This post is not remunerated; out of pocket travel expenses will be covered.

### TERMS OF OFFICE

The term of office is four years. Trustees may serve an additional term of office, subject to agreement from the board.

### EXPECTED TIME COMMITMENT

The time commitment for this post is expected to be four or five Board meetings a year. It is also optional to attend major Oxford SU events such as awards, elections and other events.

### TRAINING AND DEVELOPMENT

Oxford SU is committed to providing comprehensive training and development to support its Directors. We will provide an induction program, including the opportunity to meet staff and student leaders. Oxford SU may also support and fund other relevant training that will benefit the Directors in their role.

### EQUALITY OF OPPORTUNITY

Oxford SU is committed to the principle of equality of opportunity and will endeavor to meet the needs of any candidate who fulfils the requirements of the person specification. We particularly welcome applications from BAME candidates and candidates with disabilities.

# Background

Born in the 1960s struggle for students' freedom of speech, Oxford University Students' Union has evolved into a union, which aims to represent, support and enhance the lives of Oxford students.

The Students' Union predecessor, the Students' Representative Council, was formed in 1961 after the University Proctors banned the magazine Isis from reviewing tutors' lectures, and students came together to defend their freedom of speech by establishing a University-wide representative organisation. From being a part-time secretary operating in a hut behind the Debating Society buildings, the Student Union has expanded considerably, with six full-time sabbatical officers, a team of professional staff, its own offices in Gloucester Green and a turnover of more than a million pounds.

In 2010, the University agreed to give an annual block grant to replace common room affiliation fees, putting the Students' Union on a more stable financial footing and allowing it focus on professionalising its work and placing it in a better position to deliver for students.

Around the same time, changes to UK charity law required the organisation to register with the Charity Commission in order to continue to operate as a charity, and the opportunity was taken to reform its legal structure in line with the requirements of charitable registration. In 2010, the Students' Union adopted its Memorandum and Articles of Association and thereby incorporated as a company limited by guarantee. It also established a Trustee Board, comprising the sabbatical officers, elected Student Trustees and appointed External Trustees.

## People

As a membership-led charity, Oxford SU is led by students and professional supported by a team of permanent staff and students staff who run the day to day activities and services.

## Full-time Elected Sabbatical Officers

Full-time Sabbatical Officers (sabbs) are elected annually in a cross-campus ballot, with each leading a specific portfolio of responsibility and reporting to Student Council, our democratic body. Their primary role is to represent students and they lead on policy-making, campaigning and lobbying work to improve the experience for students at the University.

## Our Sabbatical Team for 2017-18 is:

<b>President:</b>	Joe Inwood
<b>VP Welfare &amp; Equal Opportunities:</b>	Ellie Macdonald
<b>VP Women:</b>	Katt Walton
<b>VP Graduates:</b>	Allison D'ambrosia
<b>VP Access &amp; Academic Affairs:</b>	Lucas Bertholdi-Saad
<b>VP Charities &amp; Community:</b>	Rosanna Greenwood

## Board of Trustees

The Trustee Board is responsible for directing Oxford SU's work in the long term. The board is responsible for maintaining the legal, financial and reputational integrity of the organisation. The Trustees oversee the strategic direction and work with the management team we are delivering for our members.

The Board comprises of the six Full-time Elected Sabbatical Officers, three Student Trustees and four External Trustees.

## Senior Management Team

The Senior Management Team has operational responsibility for the day to day running of the organisation.

**The Senior Management Team consists of:**

- Chief Executive
- Head of Business Development & Operations
- Head of Student Engagement & Communications

The Senior Management Team work with the wider staff team to deliver the operational plan.

## Further Information

For more information about Oxford SU please visit our website at [oxfordsu.org](https://oxfordsu.org)

You can also view our Facebook page here, follow us on Twitter @oxfordstudents and follow us on Instagram here.

# About the University of Oxford

The University of Oxford is the oldest university in the English-speaking world and a leader in teaching and research. It is a collegiate University, comprising the central University and the college.

Students and academics benefit from belonging both to the University, a large, internationally-renowned institution, and to a college or hall, a small, interdisciplinary academic community.

## The Colleges

There are 38 Oxford colleges, which are financially independent and self-governing, but relate to the central University in a kind of federal system. There are also six permanent private halls, which are similar to colleges except that they tend to be smaller, and were founded by particular Christian denominations. The colleges and halls are close academic communities, which bring together students and researchers from different disciplines, cultures and countries. This helps to foster the outstanding research achievement that has made Oxford a leader in so many fields.

The colleges and the University work together to organise teaching and research, and many staff at Oxford will hold both a college and a University post.

## The Central University

The central University is made up of many different sections, including academic and administrative departments, libraries and museums.

There are roughly 100 major academic departments, which are overseen by the four academic divisions: Medical Sciences; Mathematical, Physical and Life Sciences; Humanities and Social Sciences.

Each department organises teaching and research in a different subject area, from Anthropology to Zoology. There are also many smaller, specialist research centres and sub-departments.

The Department for Continuing Education offers part-time, flexible courses and programmes for adult learners. It offers more than 1,000 courses each year, including weekly classes, online courses, day, weekend and summer schools, undergraduate and postgraduate qualifications, and continuing professional development courses.

Almost every student at Oxford is a member of a college. Most colleges admit both graduate and undergraduate students.

For more information please visit the University of Oxford website. There are some interesting facts and figures that can be found here.