



Dear Prospective Candidate,

Thank you for your interest in becoming a Director of OSSL Ltd, Oxford SU's Trading Company. Part business, part charity, part membership body – students' unions are all seriously fun places to be part of. 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.

We are looking for one independent non-executive Director of our Trading Company Board to support the enterprise through its next steps as we seek to diversify our income and increase the financial contribution to Oxford SU charity.

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:

chiefexecutive@oxfordsu.ox.ac.uk

I hope you decide to apply for this fantastic position.

Joe Inwood

Chair of the Board Trustees 2018-19

RECRUITMENT OVERVIEW

Independent Non-Executive Director

Salary: Unremunerated / voluntary

We are about to embark on a pioneering growth strategy, can you help us realise our ambitions?

OSSL Ltd is the business arm for Oxford SU. The business exists to maximise sustainable profit that benefit the Students' Union in delivering its charitable objects. We operate a group of businesses which, to the end consumer, appear to trade as separate specialist businesses in the fields of events and corporate partnerships. The company shares resources with the charity and is based in the centre of Oxford. OSSL Ltd donates around £40k of operating profits annually to the charity.

We have an exciting opportunity to join a growing and sustainable organisation as an independent Non-Executive Director to support the business in its ambitious plans.

The right candidate will embody our values; Inclusive, Listening, Doing, Challenging and Adapting. A solid business or social enterprise background and thrive in a fast paced, dynamic environment. The candidate will command confidence, have sound judgement, an enthusiasm for supporting and guiding an excellent student organisation, strong communication and leadership skills.

We are particularly interested to hear from applicants with backgrounds in finance, commercial business development and social enterprise, and from BAME and disabled candidates who are currently underrepresented in our organisation. This role acts as an independent Director and does not sit as part of the charitable board.

Board of Directors meetings sit 4 times per year and in addition we ask our Directors to share their expertise through development workshops and organisational interaction as required. The roles are voluntary and whilst we welcome all applicants, the requirement for regular meeting attendance may suit people within easy travel time to Oxford.

Director Role Description

The Directors are ultimately responsible, individually and collectively, for all activity of the trading company. The Board of Directors is responsible for defining the vision and strategy of the organisation as informed by the business performance and market influences, and for ensuring the delivery of the sustainable performance of the company as set out in the governing documents. The Trustees ensure robust risk and financial oversight, strategy development and monitor its supporting delivery plans.

Key Responsibilities

- Directors are accountable for delivering the responsibilities detailed in the Memorandum and Articles of Association.

NOTWITHSTANDING THIS, ALL DIRECTORS HAVE A DUTY TO:

- Ensure that the trading company remains a success of the company by monitoring and driving financial performance and minimising undue risk.
- Ensure that the company complies with all relevant legislation and regulations.
- Work with other directors, trustees, staff and volunteers in a collaborative and constructive manner and for the greater good of the Union.
- Help the trading company achieve its strategic objectives.
- Participate fully in Board meetings and assigned sub-committees and projects.
- Use personal skills and experience to ensure that the Union is well run and efficient.
- Seek external professional advice where there may be material risk to the company, where the Directors may be in breach of their duties or at any other appropriate moment.
- Add value to the Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

NON-EXEC DIRECTORS HAVE A PARTICULAR RESPONSIBILITY TO:

- Use their particular knowledge, skills and experience to enhance the decision-making of the Board and its Committees.
- Support and empower the Student and Sabbatical Directors.
- Act as mentors, as required, for new, less experienced directors and support the annual transition between Sabbatical Officer Directors

Board meetings sit 4-5 times per year. The roles are voluntary and whilst we welcome all applicants, the requirement for regular meeting attendance may suit people within easy travel time to Oxford.

Experience and background

EXPERIENCE AND BACKGROUND	HIGHLY DESIRED	DESIRED
Evidence of successfully working in a leadership or governance role (either work or volunteering experience)	X	
Experience of successfully dealing with strategic issues, including interpretation of complex information.	X	
Experience of working in the charity sector or membership body	X	
Knowledge		
A comprehensive understanding of general management, in particular risk, financial management and business planning	X	
A thorough knowledge of effective governance of organisations either public, private or Third Sector	X	
An understanding of best practice in the management of business operations		X
Knowledge of the Student's Union sector		X
Understanding of issues affecting student consumers		X
Knowledge of the Collegiate System/University System		X
Skills and Abilities		
Commands confidence, with the skill and acumen to develop productive relationships with a range of stakeholders	X	
Sound judgement and ability to think strategically and make informed decisions	X	
Strong communication skills	X	
Able to contribute and deliver to the Commercial Strategy	X	
Culture and Behaviors		
Inclusive: ensure that everything we do is accessible to all of our student members.	X	
Listening: We represent the voice of students. We must ensure that in everything we do, we first listen to what the students want and need.	X	
Challenging: It is our responsibility to question the institution in which we work to ensure provisions for students at the University of Oxford are the best they can be.	X	
Adapting: Oxford SU aims to grow to be the best version of itself, ensuring that our membership receives as much as possible from our organisation.	X	
Research and Evidence: ensure that all of our decisions are made due to robust and sound market research and evidence in the field.	X	

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 flexible and will be discussed with the successful candidate.

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 2018-19 is:

President:	Joe Inwood
VP Welfare & Equal Opportunities:	Ellie Macdonald
VP Women:	Katt Walton
VP Graduates:	Allison D'ambrosia
VP Access & Academic Affairs:	Lucas Bertholdi-Saad
VP Charities & Community:	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

You can also view our Facebook page here, follow us on Twitter [@oxfordstudents](https://twitter.com/oxfordstudents) and follow us on [Instagram](https://www.instagram.com/oxfordstudents).

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 colleges.

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](#).