

# STUDENT TRUSTEE RECRUITMENT PACK

university of stirling  
students'  
union



# DEAR APPLICANT,

Thank you for your interest in joining our board. Becoming a Student Trustee of our Union is a rewarding experience where you will help us have a real impact for fellow students studying at Stirling University. This pack will help you understand the Union and the role a little more, but for further information, please contact our Chief Executive: [a.lawley-powell@stir.ac.uk](mailto:a.lawley-powell@stir.ac.uk)

The University of Stirling Students' Union is a registered charity in Scotland (SC023788). We are an independent legal entity to The University of Stirling, but we work in very close partnership to ensure that the student experience at our university is the best it can be.

The Students' Union is entering a period of significant change as we look to build strong foundations and look to do things differently. A new strategic plan will be launched later in 2023 which will help shape our influence on campus and how we better support students.



Stirling Students' Union Sabbatical Officers 2023-24 (L-R) Katie, Leen, Murray and Zoe

We are proud to be student centred and representation is at the very core of all our work. We have a number of elected students that provide a platform for student voices to be heard so we can build and influence positive change. These include our Sabbatical Officer team who are full time paid representatives as well as Trustees. They are joined by Volunteer Officers and classroom reps who help ideate our areas of focus.

Participating in Clubs Societies and Sports teams continue to be greatly valued by students. The Students' Union facilitates and administers these activities empowering students by creating opportunities for them to develop key life skills and be ready to stand out as they start their professional careers.

As an organisation we are committed to sustainability and social justice, delivering opportunities to students to develop their own projects that will have a lasting environmental impact.

All the work we undertake is delivered within the scope of our values framework. We are Ambitious, Creative and Responsible and are proud to have been accredited with an 'Investors in Diversity' award for small charities, demonstrating our commitment to fairness, respect, equality, diversity, inclusion and engagement.

A handwritten signature in black ink, appearing to read 'Gail Burden'.

Gail Burden  
Chair of the Board

# ABOUT THE ROLE

As a Student Trustee we want you to bring your passion, energy and ideas to making us a better students' union. Primarily this will be by engaging in the strategic oversight of our activities and organisational performance, challenging us to innovate and bringing your student experience suggesting how we can change.

You will join a team of others, each with a unique outlook on the world. Our aim is to have a diversity of thought, experience and background across all Trustees as we firmly believe that diverse boards make better decisions

At the moment, our Trustee Board is made up of:

- **Four** elected Sabbatical Officers (full-time paid representatives)
- **Three** appointed current Student Trustees (volunteers)
- **Four** External Trustees (volunteers)

The role of a Trustee is voluntary with all reasonable expenses reimbursed. A typical year includes attending four in-person Trustee Board meetings (either full morning or afternoon) as well as supporting one of our sub-committees (hybrid 90 minute meetings up to four times per year).

We also encourage Trustees to come to other events and celebrations we organise throughout the year as we want you to celebrate in our successes and truly feel part of our achievements. Our Trustees act as ambassadors for the charity by promoting awareness of issues students are facing.

Trustees have an overriding duty, individually and collectively, to always act in the best interests of the charity. All Trustees are equally responsible in law for the Board's actions and decisions and have equal status as trustees.

The role of Chair is held by an external trustee with the Students' Union President acting as Vice Chair.

## WHAT'S IN IT FOR ME?

You'll be joining the organisation at a very exciting time, with lots of positive change and growth planned. You'll be part of something really special, making a big difference in the lives of the people we support.

We will provide you with full training to help you perform in your role as trustee and you will be supported by current board members as you settle in to the role.

# OUR NEXT STUDENT TRUSTEE

We're really interested to hear from you if you have the passion to help shape students' experiences with us - you don't need to have previous Trustee experience and we are particularly interested to hear from candidates from a range of backgrounds including:

- Post Graduate Students (PGR or PGT)
- Part Time Students
- International Students
- College Transition Students
- Students who want to make a change in the world

Above all, the most important thing we are looking for is someone who wants to help us **make a difference.**

## PERSON SPECIFICATION:

Passion for creating change	e
Commitment to Equality, Diversity & Inclusion	e
Experience of contributing to a team	d
Experience of volunteering	d
Experience of supporting good causes or social change	d
Ability to build strong relationships with a range of individuals	e

essential	e
desirable	d

The Trustee Board makes sure that Stirling Students' Union responds to the changing needs of you, our students.

# WHAT'S IT LIKE?

Alongside the information provided in the pack, we also thought it would be useful to hear direct experiences from those who have undertaken the role of a Trustee.



## JOANNE KERR

Joanne is an Executive Coach with a background in people and culture. She was an external trustee and Chair of our HR Sub Group and is standing down from our board, having reached the end of her term.

### What skills/knowledge have you gained from being on the board?

Understanding the board governance role and responsibilities, working more cross generationally was a great learning experience.

### What is it like being on the board?

It is a friendly environment where everyone is encouraged to participate, to have their say and to contribute. It is also great to be able to offer support in areas where you might have different experiences or offer fresh perspective. I very much enjoyed working with the sabbatical officers, seeing their own commitment and passion was very rewarding.

### What wisdom can you share with prospective board members?

Bring an open and curious mind to the role, it may take a little time to get to grips with the language and context but it does get easier. I think there is opportunity to support the shaping of an exciting and innovative organisation as it moves forward with a new strategy and plan.

# WHAT'S IT LIKE?



## JESS REID

Jess, former Vice President Communities (2022-23), was an elected student officer who also sat as a Trustee. She graduated from Stirling with a degree in History & Politics.

### What skills/knowledge have you gained from being on the board?

Becoming a trustee has allowed me to expand my knowledge of the governance and finances of a charity, and to understand the often difficult conversations it takes to secure our organisation's future. Prior to becoming a trustee, I would definitely say an area of development for me was my confidence in discussing finances and budgeting. As a Trustee, I was able to increase my confidence and feel more than experienced in understanding the financial side of managing a charity.

### What is it like being on the board?

As a young person, it can be daunting in the beginning to be part of the board, however, that quickly changes if you throw yourself into the work it takes to be a Trustee. By taking the time to engage with the organisation you're part of and think critically about how things can be improved, being a Trustee is a fantastic experience.

The feeling that you are contributing to the long-term vision of an organisation is heartening, and to be part of our team of Trustees has been an incredibly satisfying experience.

### What wisdom can you share with prospective board members?

For young people who are interested in being board members, I'd simply encourage them to take the chance. I think an overwhelming number of trustee members across the country are people who seem fully established within successful careers, and that can be intimidating for anyone younger interested in becoming a Trustee.

Therefore, I will always say to young people to take the chance and know that you provide a unique perspective and understanding of a student's experience, qualities which are critical to our Students' Union.

# PURPOSE OF THE ROLE

Trustees have an overriding duty, individually and as members of a Board, to always act in the best interests of the charity, with a commitment to promotion and support of the charity. All trustees are equally responsible in law for the Board's actions and decisions and have equal status as trustees. The Trustee Board delegates day to day management to the Chief Executive Officer (CEO) who is required to report regularly to the Board.

## PRINCIPAL DUTIES

### Management and governance

- To ensure that the organisation pursues its mission
- Monitor the delivery of the strategic plan
- Contribute to meetings with challenge, comments and ideas
- Promote a healthy governance culture through teamwork and support
- Support the Chief Executive and Trustees to foster positive cultures

### Finance

- Ensure the finances are sound and properly managed
- Scrutinise and challenge the financial and risk management processes
- Ensure that resources are used efficiently and economically
- Ensure that Stirling Students' Union is properly insured against all reasonable liabilities
- Ensure that any assets are properly managed

### Legal compliance

- Ensure the charity is legally compliant with up-to-date policies and documents
- Ensure that the organisation is a good employer of its paid and voluntary staff

### Communication

- Work collaboratively with the board and senior managers to support the organisation to achieve its purpose
- Be open, accountable and approachable to encourage a learning culture within the organisation
- Develop relationships and networks to promote the work of the charity

More information about [being a Trustee](#) can be found on the web pages of the OSCR, the Scottish Charity Regulator

# SOME GENERAL INFORMATION...

## INDUCTION & TRAINING

Each Trustee will receive an induction to the work of Stirling Students' Union and be invited to attend Trustee Board Training. Our induction programme is flexible and designed to support and develop the individual trustee.

## LENGTH OF APPOINTMENT

Student Trustees are normally appointment for a one year term with the opportunity to complete a second term.

## EQUAL OPPORTUNITIES

Stirling Students' Union is committed to Equality, Diversity and Inclusion. We encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

## RESTRICTIONS

According to our constitution, other than Sabbatical Officers, Student Trustees of the Union are unable to hold any other role within the Students' Union. This means that the role is not suitable for current employees of the Union or Volunteer Officers.

## I'M INTERESTED, WHAT'S NEXT?

If you'd like to talk to someone about what it is like to be a trustee or to have an informal chat, please contact Al Lawley-Powell, Chief Executive by email [al.lawley-powell@stir.ac.uk](mailto:al.lawley-powell@stir.ac.uk)

To apply, please send a CV and cover letter alongside outlining your suitability to [wendy.forbes@stir.ac.uk](mailto:wendy.forbes@stir.ac.uk)

When applying please also submit an equality monitoring form alongside your application. This can be found [HERE](#)

## KEY DATES

**Closing date for applications**  
Monday 9 October at 9am

**Interview (MS Teams)**  
Thursday 12 October

**Trustee Induction**  
TBC

**Trustee Board Meetings**  
Thursday 16 November  
Thursday 15 February  
Thursday 16 May

Sub-Committee Dates **TBC**

**THANK YOU &  
GO WELL!**