



Finance Trustee Recruitment Pack



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QUALITY - STRONG - APPROACHABLE - NURTURING - HONEST - DYNAMIC

Welcome from the Chair of the Board and the Chief Executive

Dear Applicant,

Thank you for your interest in this important Trustee Role at the University of Lincoln Students' Union!

As a Charity, we aim to ensure that all our members get the most out of their student experience at the University of Lincoln, whatever their interests or aspirations.

We support students in numerous ways, such as facilitating a range of opportunities for extra-curricular activities including sports and societies and volunteering opportunities, as well as engaging with Campaigns Groups, academic representation and running an Advice Centre advising on financial, academic, housing and wellbeing concerns.

In addition to this the Charity oversees four trading subsidiaries, the profits from which are then re-invested in student opportunities and support.

The ULSU Board is unique in its structure and governance as the majority of the Trustees come from across the demographic of students, either as elected Sabbatical Trustees or voluntary Student Trustees; the Honorary President also undertakes the role of Chair of the Board. In addition to this, we have several External Trustees with expertise in various areas of business, plus the Deputy Vice Chancellor for Student Development and Engagement as nominated by the University's Vice Chancellor, Mary Stuart. As a result of this, and by the very nature of the pace of Students' Union life, the ULSU Board is particularly diverse and dynamic!

ULSU is committed to ensuring that all University of Lincoln students obtain the very best from their university experience. Students have high expectations of both their University and the SU, especially as the landscape in higher education continues to evolve. We are committed to maximising the student experience for all students at Lincoln, which is underpinned by our mission, vision and values. Whilst the Board's governance role is to be responsible for the management and administration of the SU, the work of our Trustees is ultimately focussed on these shared goals across all of our services and providing the best for our members.

We would very much welcome applicants from all backgrounds and we would be particularly interested in applications from those from underrepresented groups.
We very much look forward to hearing from you!



James Brooks
Chief Executive

A stylized, handwritten signature in white ink, appearing to be 'JB'.



Georgia Petts
Chair of the Board

A handwritten signature in white ink, appearing to be 'G. Petts'.

Our Organisation

'An SU that makes a positive and noticeable difference to the lives of our members.'

Our Vision is to be...

A Students' Union where every Lincoln student has a great experience and is encouraged and assisted to fulfil their potential both at University and in life.

Our Mission...

We will be an independent, democratic, membership organisation, working in partnership with the University of Lincoln to ensure that our members' voices are heard, amplified and acted upon.

We will be an important part of shaping and developing our students' academic, social, sporting and working life by providing services, advice, support and representation to all that need it, so that our students can be work-ready when they graduate.

Our Values...

Quality

We will make sure that everything we do is to a high standard. In everything we do, we will always aim to be the best.

Strong

We will be a strong, sustainable Union that our members can trust to make their experience at Lincoln the best it can be.

Approachable

We will make sure that every student knows who we are, where we are, and what we can do for them at any time of the day.

Nurturing

We will make sure we offer our members opportunities and support so that they can grow to be the best they can be, while at Lincoln and beyond.

Honest

We will always be honest with our members. Everything we tell them will be the truth – they can trust us.

Dynamic

We will always respond and act quickly to any issues that affect our members, on campus, in the local community, or nationally.

Role Description

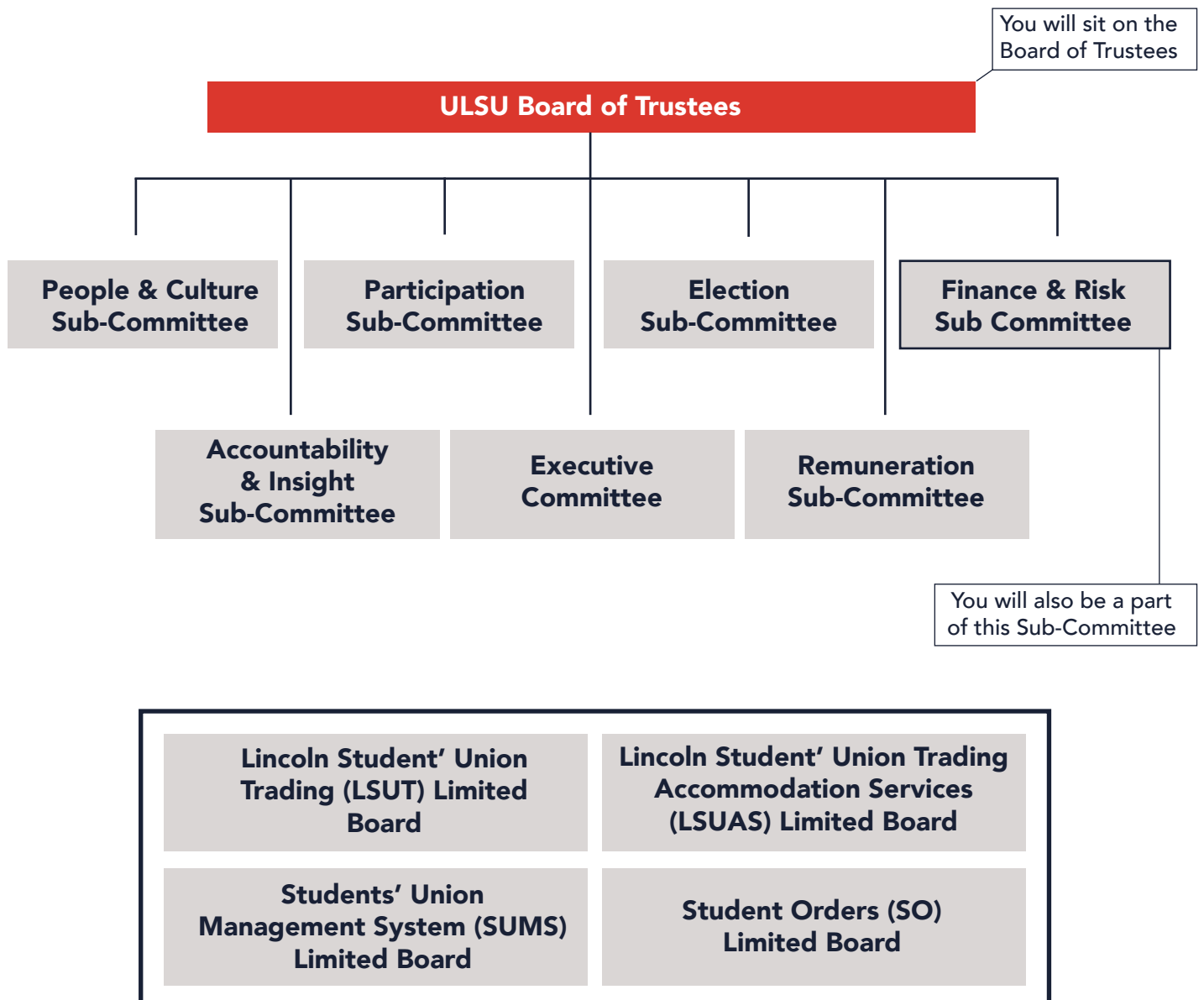
ROLE TITLE: External Trustee (<i>Finance</i>)	DEPARTMENT: Board of Trustees
LOCATION: University of Lincoln Students' Union	REPORTS TO: Chair of the Board of Trustees
SALARY: Voluntary Role	DATE: November 2020

Context	<p>The University of Lincoln Students' Union (ULSU) is a Charity which exists to support students in both their academic and non-academic experiences, whilst working closely with the University and local community. It has four trading subsidiaries which supports the activities of the Students' Union financially.</p> <p>The Board of Trustees is the governing body of the Students' Union and is chaired by the Honorary President of the Students' Union. The Board currently comprises of Sabbatical Trustees (inclusive of Chair), External Trustees with differing skills and expertise, a Senior Member of University staff as nominated by the Vice Chancellor and three Student Trustees.</p> <p>The Board of Trustees convenes a minimum of five times a year, as well as a series of sub-committees of the Board of which Trustees are appointed to dependent on relevant skills and expertise.</p>
Job Purpose	<p>The Trustees are collectively responsible for ensuring that the University of Lincoln Students' Union is run effectively, compliant with Charity Commission and other relevant legislation, financially secure and sets the strategic direction of the organisation. The Chief Executive, line managed by the Board of Trustees, has delegated authority to manage the day to day operations of the Students' Union with oversight from the Trustees.</p>

Candidate Specification	<p>The applicants for this role will have specific, relevant experience within the Finance sector. This could include, but is not limited to, a professional background in an accountancy firm or an associated specialism.</p> <p>We welcome applications from candidates from a variety of backgrounds.</p> <p>Whilst it is not a pre-requisite, the ideal candidate would reside within Lincolnshire. However, candidates residing outside of the county may be considered subject to their ability to offer the necessary time commitment to the role and their support of the Chief Executive.</p> <p>The applicants for this voluntary role will be interviewed by the Appointments Panel and approved by the Board at the next scheduled meeting.</p>
Time Commitment	<p>At the time of writing, the Finance & Risk Sub-Committee meets monthly considering the impact of Covid-19 on ULSU's operations.</p> <p>The full Board of Trustees meet five times per year, with the caveat that Extraordinary meetings may be called as necessary for urgent items requiring the Board's attention.</p> <p>All pre-arranged meetings are scheduled during business hours, although Extraordinary meetings may occur during the evening.</p> <p>Where possible it is preferable for the full Board to meet in person, although dial in facilities are available. Sub-Committee meetings normally occur virtually.</p> <p>In addition to the above, there is a summer residential event (encompassing two days and an overnight stay) for the Board in August of each year.</p>



University of Lincoln Students' Union Board and Sub-Committee Structure, 2020/21



How to Apply

We want to ensure that applicants have the opportunity to find out more about the role of Trustee, and whether you feel it is right for you, without going through a lengthy application process. If you are interested in applying, or would like to find out more:

- 1** Email Holly Millar (*Executive Assistant*) on hmillar@lincoln.ac.uk and she can help to answer any initial questions.
- 2** On the other hand, Holly can arrange for you to meet with the Chief Executive for an informal chat.
- 3** Following on from this, or once you know that you would like to progress with an application, send a copy of your CV and a short covering letter outlining why you'd like to be a ULSU Trustee and what skills and experience you can bring to the Board to hmillar@lincoln.ac.uk.

The closing date for applications is 5pm on 9th February 2021.

We will be holding interviews on the afternoon of 2nd February 2021, and we will be in touch with all applicants to let you know if you are shortlisted for an interview.

These interviews will be with the Chief Executive, the Chair and two other Trustees and will be an opportunity for them to get to know you and for you to find out more about the role.

The successful candidate will be asked to attend an induction meeting with the Chief Executive, where they will be able to find out more about the organisation as well as completing the relevant paperwork.

Reasonable Adjustments

Wherever possible applicants will be supported to implement a reasonable adjustment. If you require a reasonable adjustment to take part in the application or interview process, please contact Holly Millar on hmillar@lincoln.ac.uk to discuss your needs.

We look forward to hearing from you!