



London Metropolitan University
Students' Union

Trustee

Recruitment Pack

Spring 2020



Foreword

London Metropolitan University Students' Union is a student-led organisation that supports our members, students at London Met, to succeed in their studies and transform their lives for the better. We are central to student life at London Met. We represent our membership in all aspects of their lives and provide opportunities to enrich their time here and beyond.

London Met has good claim to be one of the most diverse, socially inclusive and transformative universities in the UK. We work in close partnership with the University to ensure that our current and future students have the best educational experience that equips them for their future lives.

We are committed to delivering excellence in everything that we do and we have a wide range of services and activities that we provide to support and develop our members, from our independent advice and advocacy service, through to our vibrant sports teams and student societies.

The Union is based at the University's main campus on Holloway Road, and we have a suite of offices on the Aldgate campus which provide support and facilities to our members pursuing their passions in the Sir John Cass School of Art, Architecture and Design (The Cass).

MetSU is a brilliant place to support, volunteer and work at with an inspiring and energising ethos. We are an organisation that supports our staff and student leaders to deliver an exceptional experience for our members. We are looking for an individual that shares our drive and dedication for transforming students' lives for the better. If this is you, we look forward to meeting you soon.

Diini Muse
President

Simon To
Chair, Board of Trustees



About the Union

London Metropolitan University Students' Union is vital to the student experience at London Met. It is the representative body for the 10,000 students who study at the University. As a registered charity, we exist to represent, campaign for and support students at the University.

Our Mission

Supporting students at London Met to succeed in their studies and transform their lives for the better.

Our Vision

Our vision is a connected community in which all students, from any background, receive the highest quality educational experience possible.

Our Values

Student-led in everything we do

Advocating for change on behalf of our members

Equitable in representing all our students

Striving for excellence in what we do

Trusting in our reciprocal relationships with the University, partners, beneficiaries and customers

Our Charitable Purpose

The charitable objects of the Union are the advancement of education for students at London Metropolitan University for the public benefit by:

- Promoting the educational interests and welfare of Students at London Metropolitan University during their course of study and representing, supporting and advising Students
- Being the recognised representative channel between Students and London Metropolitan University and any other external bodies
- Providing social, cultural, and recreational activities and forums for discussions and debate for the personal development of its students

The Union achieves these purposes by promoting students' interests within the University and promoting agendas that aim to affect policy related to the student experience - by providing services to students and supporting activities including projects, sports and events - that engage students in the various strands of the Union's work.

Elected Officers and Staff

Each year students elect four Student Officers from the membership. The Student Officers lead the representative work of the Union on behalf of members, the students. They take a year out of their studies to direct the priorities for students at London Met.

The staff team in the Union support the Student Officers and the Chief Executive to achieve our mission. Together, we provide a growing range of student services and activities as well as central operations, facilities and fundraising, all of which contributes to the long-term development of the Union and its role in the University and local community.

The Union campaigns and advocates on behalf of students on student priorities determined by our student leaders, which has ranged from securing a fair and accessible student finance package for our diverse student body, to addressing the structural barriers that lead to an awarding gap between different groups of students.

Governance

The Union is governed by its Board of Trustees which include student officers, students and external members to bring together a dynamic mix of skills, experience and perspectives. The Board oversees the financial health and legal responsibilities of the Union. The Board also supports and guides the Chief Executive to ensure they are accountable for the work they deliver with the staff team, ensuring it is for the benefit of our members.

The Student Council is the main representative body of the Union. It is made up of student leaders who represent different groups of students from across the University. The Student Council is there to debate and determine issues that are of interest or concern to students. The Student Council directs the Student Officers and holds them to account on behalf of the student membership. It can raise issues of interest to and be consulted by the University. It can also make recommendations to the Board of Trustees.



What we are looking for

We are looking for an individual who truly wants to make a difference and is passionate about changing lives for the better. Someone who is prepared to give up some of their time to help others. We are particularly interested in speaking with you if you have knowledge, skills or experience that you may have gained through employment, education or things that you have done in your spare time in any of the following areas:

- Governance
- Human Resources and Employment Law
- Strategy, Performance and Business Development
- Marketing and Communications
- Outreach and Community Engagement
- Financial Management and Audit

We expect our Trustees to uphold the following principles:

Selflessness - Holders of public office should act solely in terms of the public interest

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Further guidance on the role of a Trustee is available from the Charity Commission at [gov.uk/guidance/charity-trustee-whats-involved](https://www.gov.uk/guidance/charity-trustee-whats-involved)

Role description & person specification

Key Responsibilities

- To ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing documents
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the Charity Company (Union) and to ensure the proper investment of the charity's funds
- Each Trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions
- Each Trustee should attend appropriate meetings and scrutinise board papers
- Trustees should be willing to lead discussions and focus on key issues and where appropriate provide guidance on new initiatives
- Trustees should maintain confidentiality in respect of all areas of responsibility and be aware of current Union and University policy on the Data Protection Act 1998
- Trustees are required to comply with the University's and Union's health and safety and equality and diversity policies
- Ensuring that the Union has a clear vision, mission and strategic direction and is focused on achieving these

Principal Contacts

- Sabbatical Officers and Staff
- Other Trustees
- Students
- Members of the University and its stakeholders

Person Specification

- An interest, experience or link to the education environment
- Some understanding and / or experience of the issues facing charities at this time
- Some understanding of the education sector and the unique challenges it faces
- Some understanding of financial planning and systems for third sector organisations
- Direct experience of leadership in business or the community
- Some experience of planning and strategic development in business and / or the community
- Experience in mentoring and personal development of employees and / or volunteers
- Understanding of democratic and representational structures
- Empathy and understanding of issues facing the diverse student population of London and its multi-site campuses
- An understanding and interest in diversity and equal opportunities
- Experience and understanding of the issues involved in the development and delivery of change

Application

Application is by CV and Personal Statement. We also require you to fill out an equality and diversity monitoring form.

In your CV you should highlight skills relevant to the Trustee role. In your statement you should describe how your experience, knowledge, skills and abilities would make you a suitable Trustee for LMSU and why you would like to take on this role.

When completing the application please bear in mind the following:

- The information you provide will be used in accordance with the Data Protection Act 1998, and will therefore will be used and stored for selection and diversity monitoring purposes
- In submitting the application you are agreeing that we may check any of the details you have provided
- Providing incorrect information or omitting or concealing any relevant facts may result either in disqualification from the selection process or, where the discovery is made after appointment, in removal
- Sections of the form should be completed as directed
- Trustees are required to sign a declaration of eligibility and to declare relevant interests
- Successful Trustees will be subject to a Criminal Records Bureau (DBS) check and checked against the Insolvency register.

If you require any advice on completing the application contact s.to@londonmet.ac.uk

Completed forms, CV and statement should be returned to tsarobe2@londonmet.ac.uk