

Job Description

WHAT IS A TRUSTEE?

As part of the Board, Trustees provide scrutiny, guidance, support & expertise to ensure a sound, healthy and legally compliant organisation.

THE BOARD

- Three full-time Student Officer Trustees who are elected.
- Three Student Trustees who are elected.
- Three External Trustees who are appointment for skills and experience, one of which is the Vice-Chair.

REMUNERATION

The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

WHAT IMPACT CAN IT HAVE ON YOU?

- Work together with likeminded people with shared values and commitment to approve the lives of students.
- Develop yourself: Use your knowledge and gain new skills and experience in management, strategic planning, decision making, HR, budget/financial management and legal knowledge.
- Widen your horizons: meet new people, new challenges and get a renewed sense of self-worth and satisfaction that you may not get in your paid work.
- Give something back to the community
- Improve your career prospects: being a Trustee can help your career development, helping you gain experience and fill in gaps on your CV.

LOCATION

The University of Cumbria has five campuses- Fusehill, Brampton, Ambleside, Lancaster, and London. two sites - Barrow in Furness and Workington.

TIME COMMITMENT

- Five Board meetings per year.
- Members of the Board are invited to various UCSU activities throughout the year, such as training events and conferences.
- Tasks include reading papers and preparing a response for the Board meetings and attending the meetings for approximately 3-5 hours during weekdays. Dates & times of which are confirmed in advance reporting to Adam Mather, Welfare & Support Officer and Chair of the Board of Trustees To be a Trustee of an organisation is an exciting and fulfilling

role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences, and skill sets.

- The role of a Trustee is to ensure that UCSU fulfils its duty to its members and delivers on our vision, mission, and values.

THE STATUTORY DUTIES OF A TRUSTEE ARE OUTLINED IN THE CHARITY COMMISSION DOCUMENT CC3, IN BRIEF THESE ARE:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' 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 organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

IN ADDITION WITH OTHER TRUSTEES TO HOLD THE CHARITY "IN TRUST" FOR CURRENT AND FUTURE BENEFICIARIES BY:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment, and proper application.
- Ensuring that the charity's governance is of the highest possible standard.
- As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge, or experience to help the board make good decisions.
- The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Personal Specification

RESPONSIBILITIES

- Trustees act as a single body
- Trustees ensure the organisation has a clear strategy or set of goals
- Trustees ensure the work and goals of the organisation are in line with its stated vision
- Trustees keep a check on the organisations finances & activities
- Trustees appoint and support the Chief Executive Officer
- Trustees delegate authority for day to day activities to appropriate staf and / or volunteers
- Trustees take overall legal responsibility for the organisations work
- Champion the values of the organisation

EXTERNAL TRUSTEE

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Key Attribute	Essential	Desirable
Experience (Tested on application)		
Experience of leadership at board or SMT level in at least one of the following: <ul style="list-style-type: none"> • Finance • Human Resources • Legal & compliance matters • Social enterprise or commercial activity • Education or voluntary sectors 	X	
Experience of leading change and contributing to developing a high- performing organisation	X	
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives	X	
Experience of contributing to the governance of an organisation		X
Experience of working in or with relevant insights into the Cumbrian / North Lancashire regional economy		X
Experience of either studying remotely, having been a mature student or completed a postgraduate qualification or able to demonstrate an understanding of the needs of students		X
Knowledge (Tested on application)		
Experience of developing, contributing to or delivering strategic plans	X	
Experience of supporting, mentoring, empowering, and developing evolving leaders		X
Experience of supporting other senior leaders (e.g. Trustees, Directors and/or Chief Executives)		X
Skills and abilities (Tested at interview)		
Independent judgement and the ability to take decisions for the good of the organisation	X	
The ability to express your views with tact and diplomacy, and to speak one's mind and listen to the views of others sensitively	X	
High level of communication skills and the ability to make complex issues understandable to a range of audiences		X
Values, attitude and personal style (Tested at Interview)		
A leader on equality of opportunity who values diversity and removes barriers to equality	X	
A role model who promotes the highest standards of probity, integrity, and honesty and all of the Nolan principles	X	
Committed to the development of student members and Elected Officers and willing to using a coaching style of leadership	X	
Committed to devoting the necessary time and attention to the role	X	