



northumbria
students' union

JOB DESCRIPTION

Job title:

Chief Executive Officer

Salary Range:

£60,000 - £70,000

Responsible to:

The Board of Trustees, via the Chair

Location:

Northumbria Students' Union City site.

Responsibility for:

All NSU staff.

Purpose of Post:

Under the direction of the Board of Trustees, the Chief Executive is accountable for the performance, management, development and sustainability of Northumbria Students' Union Students and responsible for developing and leading the Union's services, strategy and objectives in order to meet the needs of the membership.

The Chief Executive will ensure that inclusive and empowering people-management practices are embedded throughout the management structure, ensuring that the organisation understands and delivers on its strategic priorities.

Supporting and coaching the Full Time Officers and Trustee Board, the Chief Executive has oversight of governance, ensuring that the elected leadership are empowered as key decisionmakers and that the staff team share the purpose and vision of the organisation.

Enhancing the internal and external reputation of the Union, the Chief Executive will network effectively within the University and beyond, maintaining and developing effective partnerships built on trust and respect.

Main duties & Responsibilities:

Strategy:

- Ensure Northumbria Students' Union has an inclusive strategy which reflects the needs of students, supports the University's strategy when appropriate and constitutes leading practice within the sector, and is communicated widely.
- Ensure that the strategy is flexible enough to respond to the needs of a membership organisation, address the priorities of elected student leaders and accommodates change in a fast-moving, ever-changing environment.
- Ensure that the strategy is monitored and delivered effectively by reporting on key performance indicators focused on the outcomes and impact of the Union's activity.
- Ensure that the Union can positively demonstrate that resources are being used effectively to deliver its strategic objectives.
- Ensure programmes of work are aligned to the strategy and enhance the student experience

Leadership:

- Lead and maintain a high performing, inclusive organisational culture which meets the needs of its members.
- Support the elected leadership to review, implement and improve governance and democracy, ensuring that members are at the heart of the Union and its activities.
- Have overall responsibility for meeting agreed objectives and key performance indicators through the efficient and effective management of staff, finances and other resources.
- Work effectively with Northumbria University to maintain the Union's position as an influential and strategic partner; representing the needs and interests of students, and championing the organisation as a force for change.
- Ensure compliance with legal, financial and probity issues in accordance with organisation, statutory and policy requirements.
- Ensure the values, behaviours and policies of the Union are reflected in all aspects of the organisation.

Governance and Compliance:

- Ensure that the Union's governing documents and policy framework are fit for purpose and reflect good practice within the sector.
- Ensure that the Board of Trustees and its committees are serviced efficiently and supported, inducted and developed effectively.

Financial Management:

- Ensure effective management systems and communication across the Union that enables the Union to be financially sustainable and robust for the future.
- Ensure that the Union has a suitable budget that reflects its strategy and that this is actively monitored and managed and that appropriate control mechanisms are in place.

People Management and Development:

- Develop and champion an organisational culture that is inclusive, values and celebrates equality and diversity and is focused on positive wellbeing.
- Act as the principal advisor in supporting and developing the Union's elected leaders. Ensure that all staff are aware of and working towards organisational objectives and key performance indicators, as well as the Union's strategy, vision, mission and values.
- Ensure strong performance standards are set to drive the ongoing development of the organisation.
- Facilitate effective and continuous communication amongst all Union stakeholders, including: staff, officers, members, volunteers, the Board of Trustees and the University.

Service Delivery and Innovation:

- Ensure that the Union's services continue to adapt and develop to meet the needs of members and that their impact is promoted and evaluated effectively.
- Seek out and evaluate opportunities to grow and diversify income streams.
- Maintain current, and develop future, commercial activity in line with the Union strategy.
- Ensure that regular feedback is sought out and acted upon to improve the organisation's work practices and promote a culture of learning and continuous improvement.
- Ensure sustainability is at the heart of all the services that the Union delivers.

	Tested At	
	Application	Interview
Experience		
Demonstrable experience of working as a senior leader with strategic responsibilities in an organisation of comparable complexity	x	x
Experience of role modelling inclusive leadership behaviours with evidence of tangible actions taken to make a service/project/workplace more inclusive and accessible	x	x
Experience of effectively influencing, engaging and communicating with a wide range of diverse stakeholders at all levels	x	x
Evidence of formulation and implementation of strategic plans that have delivered identifiable outputs linked to stakeholder/membership expectations	x	x
Experience of leading change at a senior level	x	x
Experience of leading, managing, motivating and developing a high performing team	x	x
Experience of financial management including formulation of budgets, financial planning, monitoring and control	x	x
Experience of mentoring and developing emerging leaders (desirable)	X	X
Knowledge Skills and Abilities		
Able to empower others, providing appropriate levels of challenge, support and feedback.		X
Effective coaching skills, with a supportive approach to creating high performing teams.		X
Capable of understanding and meeting the needs of diverse audiences.		X
Effective communication skills both oral and written with experience of drafting and presenting reports, making presentations on complex issues to a range of audiences	x	x
Ability to act as an agent for change, influence at all levels within and outside the union and work effectively as part of a team		X
Developed analytical, and project management skills with proven success in delivering results		X

Values		
A demonstrable commitment to our values.		X
Strong commitment to equality, diversity and inclusion and able to engage people from all backgrounds and at all levels.		X
Committed to high standards and focused on exceptional delivery and outcomes. Able to create and communicate a shared vision that energises and inspires staff, elected leaders and members.		X
Passionate about working in a democratic, student-led environment.		X